



February 2010

*Uniform Crime Reporting (UCR)  
Newsletter 10-1*

**SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS**

1.1	Data submission deadlines	2
1.2	Work processes for UCR publications	3
1.3	Contact information for the Crime Statistics Management Unit's (CSMU's) Operations Group staff and the Training and Systems Education Unit's (TSEU's) Outreach Team members	7
1.4	Contact information for the UCR Subcommittee of the CJIS Advisory Policy Board (APB) members	10
1.5	Updated <i>Conversion of NIBRS Data to Summary Data</i> available online	11
1.6	Electronic availability of the <i>UCR Newsletter</i>	11

**SECTION 2—CLARIFICATION TO POLICY AND PROCEDURES**

2.1	Submission of current hate crime reporting forms	12
2.2	Notification of a change in the format of Law Enforcement Online (LEO) e-mail naming convention	12

## SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

### 1.1 Data submission deadlines

Local agencies should note the following deadlines for data to be received by the CSMU's Operations Group staff and should inform their local agencies of these deadlines.

Date	Information needed
<b>February 12, 2010</b>	<p>Deadline to submit January–December 2009 data for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December, 2009</i>.</p> <p><b>For Most-in-Population (MIP) agencies to be published in the Annual Report, the CSMU's Operations Group staff must receive complete data for 12 months by the deadline.</b></p>
<b>March 16, 2010</b>	<p>Deadline to submit data for inclusion in the 2009 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"> <li>■ For agencies' statistics to be published in Tables 8-11 of <i>CIUS, 2009</i>, the CSMU's Operations Group staff <b>must</b> receive 12 months of complete data by this date.</li> <li>■ State totals on officers assaulted presented in <i>LEOKA, 2009</i>, will include those law enforcement agencies for which the Operations Group receives both 12 months of officer assault data <b>and</b> police employee counts.</li> <li>■ The number of quarters for which an agency reported hate crime data in 2009 will be published in Tables 13 and 14 of <i>Hate Crime Statistics, 2009</i>.</li> </ul>
<b>August 27, 2010</b>	<p>Deadline to submit January through June 2010 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2010</i>.</p>
<b>December 17, 2010</b>	<p>Deadline to submit police employee counts as of October 31, 2010.</p>
<b>December 31, 2010</b>	<p>Deadline to change an agency's name or address, to add new contributing agencies, or to change an agency's current reporting status.</p>

## 1.2 Work processes for UCR publications

*Preliminary Annual Uniform Crime Report, January–December, 2009*

*CIUS, 2009*

*LEOKA, 2009*

*Hate Crime Statistics, 2009*

*Preliminary Semiannual Uniform Crime Report, January–June, 2010*

As part of the FBI’s effort to keep state UCR Programs 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 staff of the CSMU’s Operations Group disseminates letters to local agencies:</p> <ul style="list-style-type: none"> <li>■ Requesting the verification of any January–December 2009 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high or low monthly offense count(s) during the 12-month period for MIP agencies.</li> <li>■ Identifying any January–December 2009 data, by agency and month, that have not been received by the submission deadline for the <i>Preliminary Annual Uniform Crime Report, January–December, 2009</i>, for contributors other than MIP agencies.</li> </ul> <p><b>The deadline to submit data for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December, 2009</i>, is Friday, February 12, 2010.</b></p> <p>The Multimedia Productions Group (MPG) disseminates a <i>UCR State Program Bulletin</i> that notifies state UCR Program managers of the <b>Tuesday, March 16, 2010</b>, deadline for submitting 2009 data for inclusion in <i>CIUS, 2009</i>; <i>LEOKA, 2009</i>; and <i>Hate Crime Statistics, 2009</i>.</p>

March	<p>The CSMU's Operations Group staff disseminates letters to local agencies requesting the verification of any January–December 2009 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense count(s) during the 12-month period for all contributors other than MIP agencies.</p> <p><b>The deadline to submit January–December 2009 data to the FBI for inclusion in <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> is Tuesday, March 16, 2010.</b></p> <p><b>Note:</b> <i>CIUS, 2009</i>—For agencies to be included in Tables 8-11, the Operations Group must receive 12 months of complete data.</p> <p><i>LEOKA, 2009</i>—Officer assault statistics include those law enforcement agencies that submitted both 12 months of officer assault data and police employee counts.</p> <p><i>Hate Crime Statistics, 2009</i>—Tables 13 and 14 of the publication will include the number of quarters in which an agency reported hate crime data.</p>
April	<p>The CSMU's Operations Group staff disseminates letters to local agencies providing January–December 2009 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.</p>
May–June	<p>The FBI releases the <i>Preliminary Annual Uniform Crime Report, January–December, 2009</i>.</p>
May–July	<p>Staff from the CSMU and the MPG reviews and finalizes <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> for publication.</p> <p>The Operations Group disseminates letters to local agencies providing their 2009 violent crime and property crime counts that will be published in <i>CIUS</i> and includes the timetable for publishing 2010 UCR data.</p>
July	<p>The CSMU's Operations Group staff disseminates letters to local agencies requesting missing January–June 2010 data for MIP law enforcement agencies for inclusion in Table 4 of the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2010</i>. The letters provide the August 27, 2010, deadline for submitting data to be included in the <i>Semiannual Report</i>.</p> <p><b>The deadline to submit January–June 2010 data to the national UCR Program for inclusion in the <i>Semiannual Report</i> is Friday, August 27, 2010.</b></p>

August and September	<p>The MPG disseminates a <i>UCR Newsletter</i> to all local agencies providing the August deadline for submitting data for inclusion in the <i>Semiannual Report</i>.</p> <p>The CSMU's Operations Group staff disseminates letters to all local agencies requesting verification of any January–June 2010 crime totals that indicate significant increases or decreases over the previous years' data and/or verification of any high or low monthly offense count(s) during the 6-month period for MIP agencies.</p> <p><b>The deadline to submit January–June 2010 data to the national UCR Program for inclusion in the <i>Semiannual Report</i> is Friday, August 27, 2010.</b></p>
September	<p>The CSMU's Operations Group staff disseminates letters to local agencies:</p> <ul style="list-style-type: none"> <li>■ Identifying any missing January–June 2010 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.</li> <li>■ Seeking follow-up for MIP agencies that did not respond to trend letters. (The Operations Group may opt to contact these agencies via telephone.)</li> <li>■ Requesting the verification of any January–June 2010 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense count(s) during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data.</li> </ul> <p>The FBI releases <i>CIUS, 2009</i>.</p>
October	<p>The CSMU's Operations Group staff disseminates letters to local agencies:</p> <ul style="list-style-type: none"> <li>■ Requesting the verification of any January–June 2010 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense count(s) during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data.</li> <li>■ Requesting the completion of information on the 2010 police employee counts as of October 31, 2010.</li> </ul> <p><b>The deadline to submit police employee counts is December 17, 2010.</b></p> <p>The FBI releases <i>LEOKA, 2009</i>.</p>

November	<p>The CSMU's Operations Group staff disseminates letters to state UCR Program managers requesting a review of the Population-by-County printout to verify the current reporting status of each agency and to identify any new agency contributors.</p> <p>The MPG staff disseminates a <i>UCR Newsletter</i> reminding all local agencies of the <b>December 17, 2010</b>, deadline for submitting police employee counts and the <b>December 31, 2010</b>, deadline to change an agency's name or address, to add new contributing agencies, or to change an agency's current reporting status. (The CSMU's Operations Group staff will not assign an Originating Agency Identifier until an agency submits one <i>Return A</i> form.)</p> <p>The FBI releases <i>Hate Crime Statistics, 2009</i>.</p>
December	<p><b>The deadline to submit police employee counts is December 17, 2010.</b></p> <p>After the December 17, 2010, deadline, the CSMU's Operations Group staff will forward letters to local agencies informing them that the FBI has not received their police employee counts.</p> <p><b>The deadline to change an agency's name or address, to add new contributing agencies, or to change an agency's current reporting status is December 31, 2010.</b></p> <p>The FBI releases the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2010</i>.</p>

### **1.3 Contact information for the Crime Statistics Management Unit's (CSMU's) Operations Group staff and the Training and Systems Education Unit's (TSEU's) Outreach Team members**

The following list provides contact information for the CSMU's Operations Group staff and the UCR Program's trainers from the Training and Systems Education Unit's (TSEU's) Outreach Team. If a state's data are assigned to more than one member of the Operations Group, the data each one manages is identified as the Summary Reporting System (SRS), the National Incident-Based Reporting System (NIBRS), or MIP agencies.

#### **ALABAMA**

SRS: Paula J. 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) 625-2934

#### **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 Ann Davis (304) 625-3532 and  
Kristi M. 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**

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#### **GUAM**

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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**

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**IOWA**

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**KANSAS**

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**KENTUCKY**

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

**LOUISIANA**

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**MAINE**

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**MARYLAND**

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**MASSACHUSETTS**

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**MICHIGAN**

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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**

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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**

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

**NEBRASKA**

SRS: Debra M. Cook (304) 625-2967  
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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**

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**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: Rebecca Ann Davis (304) 625-3532 and  
Kristi M. Wolford (304) 625-2974  
MIP: Cynthia A. Miller (304) 625-2970  
Outreach Team: J. Kevin MacFarland (304) 625-2855

**NEW YORK**

SRS: Laverne R. Kesselman (304) 625-2948  
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**NORTH CAROLINA**

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**NORTH DAKOTA**

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**OHIO**

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**OKLAHOMA**

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MIP: Joyce E. Blair (304) 625-2966  
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**OREGON**

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NIBRS: Vickie L. Dean (304) 625-2969  
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**PENNSYLVANIA**

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

**PUERTO RICO**

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**RHODE ISLAND**

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**SOUTH CAROLINA**

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**SOUTH DAKOTA**

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

**TENNESSEE**

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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**

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**VERMONT**

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**VIRGINIA**

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**VIRGIN ISLANDS**

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**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) 625-3521  
Dorothy E. Kisner (304) 625-3521

**ORI**

Sherry V. McDowell (304) 625-3536

#### 1.4 Contact information for the UCR Subcommittee of the CJIS Advisory Policy Board (APB) members

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

Chairperson Ms. Mary Rumble  
Director of Records Division  
Winston-Salem Police Department  
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Vice Chairperson Mr. Lawrence A. Stelma  
Sheriff of Kent County  
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Mr. Rodney Eaton  
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Mr. Paul F. Glowacki  
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St. Mary's University Police Department  
Campus Box 70  
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Major William K. Seibert Jr.  
Interim Chief of Police  
Operations Commander  
O'Fallon Police Department  
100 North Main Street  
O'Fallon, MO 63366  
Phone: (636) 379-5654  
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Mr. Roberto A. Villaseñor  
Chief of Police  
Tucson Police Department  
270 South Stone Avenue  
Tucson, AZ 85701  
Phone: (520) 791-4441  
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Hawthorne, NJ 07506-2606  
Phone: (973) 202-3846  
E-mail: <mwalker@pccc.edu> or  
<mwalker@jjay.cuny.edu>

## **1.5 Updated *Conversion of NIBRS Data to Summary Data* available online**

The FBI has updated the NIBRS document *Conversion of NIBRS Data to Summary Data*. It is available exclusively as a Web publication at <[www.fbi.gov/ucr/nibrs/manuals/nibrsconversion/index.html](http://www.fbi.gov/ucr/nibrs/manuals/nibrsconversion/index.html)>. The document details the procedures that the FBI follows when converting NIBRS data to SRS data as well as how it derives officer assault statistics as collected on the Law Enforcement Officers Killed or Assaulted form.

## **1.6 Electronic availability of the *UCR Newsletter***

The current *UCR Newsletter*, 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/newsletters/newsletters.htm](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 by telephone at (304) 625-5555 or Mrs. Stacey C. Davis of the Advisory Groups Management Unit by telephone at (304) 625-2618.

## SECTION 2—CLARIFICATION TO POLICY AND PROCEDURES

### 2.1 Submission of current hate crime reporting forms

Although most hate crime data are submitted electronically, some agencies are still using paper reporting forms. The FBI's Hate Crime Statistics Program is currently making efforts to electronically transfer those data submitted via paper forms into the hate crime database. However, a number of agencies that submit data via paper forms are not using the most current, standardized forms approved by the Office of Management and Budget (OMB), which could delay this effort. Agencies that submit hate crime data via paper forms can access the 1-699 *Hate Crime Incident Report* and the 1-700 *Quarterly Hate Crime Report* (both revised 1-20-06 as OMB No. 1110-0015 with the expiration date of 10-31-10) on the Web at <[www.fbi.gov/hq/cjisd/formssummary.htm](http://www.fbi.gov/hq/cjisd/formssummary.htm)>.

Agencies with questions should contact Ms. Mary P. Reese of the FBI's CSMU by telephone at (304) 625-3528.

### 2.2 Notification of a change in the format of Law Enforcement Online (LEO) e-mail naming convention

LEO e-mail addresses have changed. Previously, LEO e-mail addresses to the staff of the national UCR Program used the first initial and last name before @leo.gov (e.g., jarnold@leo.gov). However, effective immediately, the naming convention is first name, period (.), last name (e.g., janine.arnold@leo.gov).

Therefore, the e-mail addresses of some key staff are:

- Ms. Frankie L. Kelley of the LEOKA Program: frankie.kelley@leo.gov
- Ms. Dorothy E. Kisner of the LEOKA Program: dorothe.kisner@leo.gov
- Mrs. Mary P. Reese of the Hate Crime Statistics Program: mary.reese@leo.gov
- Ms. Loretta A. Simmons of the national UCR Program staff: loretta.simmons@leo.gov
- Mr. Gregory S. Swanson, NIBRS Coordinator: gregory.swanson@leo.gov

Agencies should note that the address to submit data to the UCR Program via the LEO **has not changed**. For those agencies that submit their data to the national UCR Program via the LEO, the address remains <[ucrstat@leo.gov](mailto:ucrstat@leo.gov)>.