



February 2010

Uniform Crime Reporting (UCR)
State Program Bulletin 10-1

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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Data submission deadlines

State UCR Program managers 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
February 12, 2010	<p>Deadline to submit January–December 2009 data for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December, 2009</i>.</p> <p>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.</p>
March 16, 2010	<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>State UCR Program managers should note that:</p> <ul style="list-style-type: none"> ■ For agencies' statistics to be published in Tables 8-11 of <i>CIUS, 2009</i>, the CSMU's Operations Group staff must receive 12 months of complete data by this date. ■ 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 and police employee counts. ■ 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>.
August 27, 2010	<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>
December 17, 2010	<p>Deadline to submit police employee counts as of October 31, 2010.</p>
December 31, 2010	<p>Deadline to change an agency's name or address, to add new contributing agencies within the state, 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 states 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 state UCR Program managers encourage the agencies within their state to make every effort to adhere to these deadlines.

Date	Work process
February	<p>The staff of the CSMU’s Operations Group disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> ■ 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. ■ 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. <p>The deadline for MIP agencies to submit data for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December, 2009</i>, is Friday, February 12, 2010.</p> <p>The Multimedia Productions Group (MPG) disseminates a <i>UCR State Program Bulletin</i> that notifies state UCR Program managers of the Tuesday, March 16, 2010, 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 state UCR Program managers:</p> <ul style="list-style-type: none"> ■ 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. ■ Informing them of the 2009 population estimates for agencies within their states. <p>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.</p> <p>Note: <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 state UCR Program managers 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 state UCR Program managers providing their states' 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 state UCR Program managers 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>Letters will be sent to those state UCR Programs for which no 2010 data have been received informing them of the August deadline.</p> <p>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.</p>
August and September	<p>The MPG disseminates a <i>UCR State Program Bulletin</i> to all state UCR Program managers providing the August deadline for submitting data for all law enforcement agencies for inclusion in the <i>Semiannual Report</i>.</p> <p>The CSMU's Operations Group staff disseminates letters to all state UCR Program managers 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>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.</p>
September	<p>The CSMU's Operations Group staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> ■ 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. ■ Seeking follow-up for MIP agencies that did not respond to trend letters. (The Operations Group may opt to contact these agencies via telephone.) ■ 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. <p>The FBI releases <i>CIUS, 2009</i>.</p>

October	<p>The CSMU's Operations Group staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> ■ 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. ■ Requesting the completion of information on the 2010 police employee counts as of October 31, 2010. <p>The deadline to submit police employee counts is December 17, 2010.</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 UCR <i>State Program Bulletin</i> reminding all state UCR Program managers of the December 17, 2010, deadline for submitting police employee counts and the December 31, 2010, deadline to change an agency's name or address, to add new contributing agencies within the state, 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>The deadline to submit police employee counts is December 17, 2010.</p> <p>After the December 17, 2010, deadline, the CSMU's Operations Group staff will forward letters to state UCR Program managers informing them that the FBI has not received their police employee counts.</p> <p>The deadline to change an agency's name or address, to add new contributing agencies within the state, or to change an agency's current reporting status is December 31, 2010.</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 System 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 System 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

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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

SRS: Ava L. Metheny (304) 625-3507 and
Jennifer R. Walker (304) 625-4240
MIP & NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: J. Kevin MacFarland (304) 625-2855

GUAM

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

HAWAII

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

IDAHO

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ILLINOIS

MIP: Cynthia A. Miller (304) 625-2970
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Outreach Team: Gregory S. Swanson (304) 625-2998

INDIANA

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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
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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

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

MAINE

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

MARYLAND

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MASSACHUSETTS

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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

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NEW JERSEY

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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

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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

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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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TENNESSEE

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

TEXAS

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MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

UTAH

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VIRGINIA

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

VIRGIN ISLANDS

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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

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

WISCONSIN

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

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LEOKA

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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
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Grand Rapids, MI 49503
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Mr. Rodney Eaton
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Chief of Police
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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>. 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 State Program Bulletin

The UCR Program's *UCR State Program Bulletin* is available electronically in Corel WordPerfect and Microsoft Word formats. State UCR Program managers who wish to receive the *UCR State Program Bulletin* via e-mail instead of receiving hard copies through the U.S. Postal Service should provide the FBI's MPG staff with their e-mail addresses at <cjis_comm@leo.gov> and indicate *UCR State Program Bulletin* in the subject line of the e-mail.

Please note that whether the *UCR State Program Bulletin* is received electronically or in hard copy, it is the responsibility of the state UCR Program managers to disseminate the information as appropriate to their staffs and local agencies. In order to serve our customers in the best manner possible, the national UCR Program would like to remind state UCR Program managers to keep the MPG informed of any changes in their e-mail addresses.

The current *UCR State Program Bulletin*, as well as previous editions, is also available via the LEO Intranet at <https://www.leo.gov/http://leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.htm>. Users with questions concerning access to the LEO should contact the LEO Program Office by telephone at (304) 625-5555 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/formsummary.htm>. State UCR Program managers are asked to inform their local agencies of this information and encourage the use of these forms.

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: dorothea.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>.