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Section 1— Message To Program Participants

Data submission deadlines for 2016

State Uniform Crime Reporting (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 Although data received after the deadlines will not be published in the annual report(s), agencies are encouraged to forward the data for inclusion in the UCR Program's master data files.

Date	Information needed
March 28, 2016	<p>Deadline to submit data for inclusion in the 2015 editions of <i>Crime in the United States (CIUS)</i>, <i>Law Enforcement Officers Killed and Assaulted (LEOKA)</i>, <i>Hate Crime Statistics</i>, and <i>National Incident-Based Reporting System (NIBRS)</i>.</p> <p>State UCR Program managers and direct contributors should note that:</p> <ul style="list-style-type: none">❖ For agencies to be published in Tables 8-11 of <i>CIUS, 2015</i>, the CSMU must receive 12 months of complete data by the deadline.❖ State totals presented in <i>LEOKA, 2015</i>, concerning the number of officers assaulted will include those law enforcement agencies for which the CSMU receives both 12 months of officer assault data and police employee counts.❖ The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14 of <i>Hate Crime Statistics, 2015</i>.❖ For agencies to be published in the Offense Type by Agency Tables in <i>NIBRS, 2015</i>, the CSMU must receive 12 months of complete NIBRS data and the agency must have been published in Tables 8-11 of <i>CIUS</i>.
September 12, 2016	Deadline to submit January through June 2016 data for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2016</i> .
December 19, 2016	Deadline to submit police employee counts as of October 31, 2016.

December 31, 2016 | Deadline for making changes to an agency’s current reporting status, name, or address and for state Program managers to add new contributing agencies within the state.

UCR data processes timetable for 2016

Crime in the United States (CIUS), 2015

Law Enforcement Officers Killed and Assaulted (LEOKA), 2015

Hate Crime Statistics, 2015

National Incident-Based Reporting System (NIBRS), 2015

Preliminary Semiannual UCR, January–June, 2016

Month	Work process
February– March 2016	<p>The Operations Group of the CSMU sends e-mails to direct contributing agencies and state UCR Program managers:</p> <ul style="list-style-type: none">❖ Requesting verification of any 2015 January–December crime totals that indicate significant increases or decreases compared with the previous year’s data and/or verification of any high/low monthly offense count during the 12-month period.❖ Identifying any 2015 January–December data by agency and month that have not been received.

March 2016

The Operations Group of the CSMU sends e-mails to direct contributing agencies and state UCR Program managers:

- ❖ Identifying any 2015 January–December data by agency and month that have not been received.
- ❖ Requesting verification of any 2015 January–December crime totals that indicate significant increases or decreases from the previous year’s data and/or verification of any high/low monthly offense counts during the 12–month period.
- ❖ Providing 2015 population estimates for agencies within their states.

The 2015 data submissions deadline for inclusion in the 2015 editions of *CIUS*, *LEOKA*, *Hate Crime Statistics*, and *NIBRS* is March 28, 2016. This is the final deadline for inclusion in these publications. Questionable data will not be included in the publications.

Notes:

- ❖ *CIUS, 2015*–For agencies to be published in Tables 8–11, the CSMU must receive 12 months of complete data by the March 28 deadline.
- ❖ *LEOKA, 2015*–State totals presented regarding the number of officers assaulted will include only those law enforcement agencies for which the CSMU receives **both officer assault data and police employee counts** for all 12 months.
- ❖ *Hate Crime Statistics, 2015*–The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14.
- ❖ *NIBRS, 2015*–For agencies to be included in the Offense Type by Agency Tables, the CSMU must receive 12 months of complete NIBRS data, and the agency’s data must have been published in Tables 8-11 of *CIUS*.

April 2016

The CSMU Operations Group sends e-mails to agencies/state UCR Program managers providing a list of incomplete agencies as well as 2015 January–December crime totals/Return A and NIBRS Record Cards for all law enforcement agencies that submitted 12 months of complete data.

May–July 2016

The CSMU Operations Group reviews for data quality and finalizes *CIUS*, *LEOKA*, *Hate Crime Statistics*, and *NIBRS* for publication.

The CSMU Operations Group sends e-mails to each direct contributor and state UCR Program manager providing his or her state’s 2015 violent crime and property crime counts that will be published in *CIUS*. The e-mail will include the 2016 publication timetable.

August 2016	<p>The CSMU Operations Group sends e-mails to each direct contributor and state UCR Program manager requesting missing 2016 January–June data for Most in Population (MIP) law enforcement agencies for inclusion in Table 4 of the <i>UCR Semiannual Report, January–June, 2016</i>. The e-mails remind contributors of the September 12, 2016, deadline for submitting data to be included in the <i>UCR Semiannual Report, January–June, 2016</i>.</p> <p>The CSMU Operations Group sends e-mails requesting verification of any 2016 January–June crime totals that indicate significant increases or decreases compared with the previous year’s data and/or verification of any high/low monthly offense count during the 6-month period for MIP agencies.</p>
September 2016	<p>The deadline for submitting 2016 January through June data to the national UCR Program for inclusion in the <i>UCR Semiannual Report, January–June, 2016</i> is September 12, 2016.</p> <p>The CSMU Operations Group sends e-mails:</p> <ul style="list-style-type: none"> ❖ Identifying, by law enforcement contributor, any 2016 January–June data that have not been received by the September 12, 2016, deadline for inclusion in the <i>UCR Semiannual Report, January–June, 2016</i>. ❖ Seeking follow-up from those agencies that did not respond to trend inquiries for the MIP agencies. (The Operations Group may opt to contact these managers via telephone.) ❖ Requesting verification of any 2016 January–June crime totals that indicate significant increases or decreases from 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 any missing or corrected 2015 data in preparation for closing of the 2015 master files in December.
October 2016	<p>The CSMU Operations Group sends e-mails requesting the completion of information on current year’s police employee counts as of October 31, 2016. The deadline for submitting these data is December 19, 2016.</p> <p>The Multimedia Productions Group disseminates a <i>UCR Program Quarterly</i> newsletter reminding all agencies/state UCR Program managers of the December 31, 2016, deadline for making changes to an agency’s current reporting status, name/address, or for adding new contributing agencies within the state. (Assignment of an Originating Agency Identifier [ORI] for a new contributing agency will not be made until the agency submits one month of Return A data.)</p>

**November
2016**

The CSMU Operations Group 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 any new agency contributors.
- ❖ Inquiring about police employee data that are missing or that require the state UCR Program manager's review.

**December
2016**

The deadline for the 2016 police employee counts to be submitted to the CSMU is **December 19, 2016**.

Prior to the **December 19, 2016**, deadline, the CSMU Operations Group 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 police employee counts and inquiries about police employee data that require state UCR Program manager's review.

The deadline for making changes to an agency's current reporting status, name/address, or for adding new contributing agencies within the state is **December 31, 2016**.

In December 2016, the CSMU staff will create the 2015 master files for summary and incident-based data; therefore, no additional 2015 data submissions will be processed.

All direct contributors and state Program managers are encouraged to submit data by established deadlines to ensure data are thoroughly reviewed. If publication deadlines cannot be met, agencies should continue to forward data so that these data can be entered in the UCR master data files.

Change to the point of contact for the Quality Assurance Review program

Christopher A. McIntosh has been named the program manager of the UCR Program's Quality Assurance Review (QAR) Audit Program. His duties will include presenting topic papers to the UCR Subcommittee of the Advisory Policy Board and representing the CJIS Audit Unit at conferences where he will provide updates on the QAR Program.

Agencies may contact him by telephone at (304) 625-2871 or by e-mail at <christopher.mcintosh@ic.fbi.gov>.

Electronic availability of the *UCR Program Quarterly*

The current *UCR Program Quarterly*, as well as previous editions, is available via the FBI's Internet site at <<http://www.fbi.gov/about-us/cjis/ucr/ucr-program-quarterly>> and the UCR Program's Special Interest Group (SIG) of the Law Enforcement Enterprise Portal (LEEP).

To access the *UCR Program Quarterly* on the UCR Program's SIG:

- ❖ Click on the LEO Special Interest Group icon 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 the LEEP should contact the Online Services and Operations Unit by telephone at (304) 625-5555.

Section 2— Clarification to Policy and Procedures

Trainer Talk

Each quarter, Trainer Talk features questions that the trainers from the national UCR Program have received about classifying and scoring offenses in the UCR Program. The trainers answer questions for both the NIBRS and the Summary Reporting System (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 the classification and scoring of incidents, law enforcement agencies and state program personnel are asked to provide the entire incident report so that 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 trainers e-mail at <UCRtrainers@leo.gov>.

Question

An individual entered a convenience store and jumped over the counter when the employee was not looking. The individual grabbed several boxes of cigarettes and left without paying for them. Some people in my agency think this incident should be classified as a larceny-theft (theft from a building), and some think this incident should be classified as a robbery.

Answer

This incident should be classified as a burglary because of several factors:

- ❖ The individual accessed an area where he or she was not authorized to go (behind the counter), which is considered to be an element of trespass.
- ❖ The counter area is within a structure.
- ❖ The individual committed a theft (took items without paying for them).

The definition of burglary is “The unlawful entry of a structure to commit a felony or a theft” on page 42 of the *Summary Reporting System User Manual, Version 1.0*, dated June 20, 2013, and “The unlawful entry into a building or other structure with the intent to commit a felony or a theft” on page 22 of the *National Incident-Based Reporting System User Manual, Version 1.0*, dated January 17, 2013.

For SRS agencies: The agency should submit the incident to the national UCR Program as a Burglary—Unlawful Entry—No Force (5b) on the Return A report.

For NIBRS agencies: The agency should submit the incident as a 220 = Burglary/Breaking & Entering in Data Element 6 (UCR Offense Code).

Question

Two adult males, who are married to each other, were in a physical altercation; both received minor injuries. Police who responded to the scene charged each with domestic violence. How should an agency report this incident?

Answer

Because only personal weapons were used, and neither male received serious injuries such as broken bones or loss of teeth, the agency should classify and score this incident as two simple assaults.

For SRS agencies: The agency should report two Other Assaults—Simple, Not Aggravated (4e) on the Return A report and complete the Age, Sex, Race, and Ethnicity of Persons Arrested report to reflect two arrests.

For NIBRS agencies: The agency should report the incident as two 13B = Simple Assault in Data Element 6 (UCR Offense Code) and report the relationship in Data Element 35 (Relationship of Victim to Offender) as SE = Victim Was Spouse.

Previously in the NIBRS, agencies had to indicate a homosexual marriage as HR = Homosexual Relationship even though the couple was married. Otherwise, the NIBRS would generate an error message. However, that has changed, and agencies should now report victims, offenders, and arrestees in homosexual marriages as SE = Victim Was Spouse.

In addition, because there were two victims and two offenders, agencies should complete two victim segments and two offender segments.

Section 3— Publication Updates And Notifications

Updated *NIBRS Technical Specification* available

The *NIBRS Technical Specification* has been updated and is now available on the FBI's Web site at <<https://www.fbi.gov/about-us/cjis/ucr/nibrs-techspec-v2-1.pdf>>.

The document, version 2.1 and dated November 10, 2015, includes information about capturing animal cruelty data, provides a new location code of 58 = cyberspace, and furnishes information about two new Group A offenses, 26F = Identity Theft and 26G = Hacking/Computer Invasion.

Agencies with questions regarding these updates should contact Nelson A. Ferry Jr. in the CSMU by telephone at (304) 625-2782 or by e-mail at <nelson.ferry@ic.fbi.gov>.