Uniform Crime Reporting Quality Assurance Review

Review Objective(s)/Scope

The Uniform Crime Reporting (UCR) Quality Assurance Review (QAR) was designed to enhance the Federal Bureau of Investigation (FBI) UCR Program and is an assessment of a state UCR program and its compliance to the FBI UCR Program's standards and guidelines. QARs are administered by the FBI's Criminal Justice Information Services (CJIS) Division, CJIS Audit Unit (CAU) on a triennial cycle to UCR program domains with law enforcement agencies (LEAs) reporting data according to the National Incident-Based Reporting System (NIBRS) specifications. The objective of the QAR is to assess the validity of reported crime data as specified by the FBI UCR Program's NIBRS User Manual, available online at https://ucr.fbi.gov/user-manuals.

The FBI UCR Program provides a nationwide view of crime based on the submission of crime information by LEAs throughout the country. Accurate crime reporting is essential to the credibility of the FBI UCR Program.

Overview of the Process

Pre-review

Prior to performing the QAR, the CAU's Audit Manager (AM) will establish liaison between the FBI and the state UCR Program Manager. Also, the AM gathers information relevant to the QAR from the FBI's Crime Statistics Management Unit. The AM answers questions concerning the review process and requests the following during the pre-review:
- Completion of an administrative interview questionnaire, which requires the state UCR Program Manager or local LEA to respond to their entity's compliance to the FBI UCR Program's standards and guidelines.
- Specific documentation, such as state statutes that relate to data collection, information/newsletters disseminated to local LEAs, and training manuals. This information is examined by the AM.

Information gathered from the administrative interview questionnaire may be used to formulate additional questions to be answered during the QAR and to assist in determining policy compliance.

If the QAR is to be a specific review of up to ten local LEAs, a detailed itinerary is prepared on the dates and times each local LEA is scheduled to participate in the QAR. The itinerary is disseminated to the state UCR Program Manager to provide the opportunity for the state UCR program staff to participate in the local LEA QAR.

Agency/Record Selection

Discussions between the state UCR Program Manager and the CAU's AM determine which LEAs will participate in a QAR. The count of records and specific incidents to be reviewed during the QAR is determined by the CAU's AM.

The state UCR program or LEA QAR consists of three phases:
- Administrative Interview
- Data Quality Review
- Exit Briefing

During the administrative interview, the AM learns how the state UCR Program Manager or local LEA manages incidents and whether the data submitted to the FBI comply with the FBI UCR Program's standards and guidelines.

During the data quality review, case files, including the officer's narrative and information deemed supplemental, are reviewed to determine if national standards and guidelines were appropriately applied. Discrepancies are documented.

The AM provides an exit briefing packet to the state UCR Program Manager or local LEA point of contact, which summarizes the findings from the administrative interview and the data quality review. During the actual exit briefing, the QAR findings are presented, which includes the review/discussion of each data discrepancy.

Post-review

At the conclusion of the QAR, the AM provides a Review Findings letter, the *QAR Standard Reference Guide*, and QAR Supplemental Charts to the state UCR Program Manager and the CJIS Systems Officer. The state UCR Program Manager is requested to respond to the findings, if any, by indicating corrective actions to be taken. Upon receipt of that response, the CAU finalizes the Review Findings letter. Results from finalized QARs are presented to the CJIS Advisory Policy Board UCR Subcommittee during semiannual meetings.