

## UCR Quality Assurance Review Methodology

### Review Objective(s) or Scope

The Quality Assurance Review (QAR) was designed to enhance the FBI Uniform Crime Reporting (UCR) Program and is an assessment of a UCR Program and its compliance to the national Program's standards and definitions. The objective of the QAR is to assess the validity of reported crime data as specified by the FBI UCR Program guidelines set forth in the [CJIS Division National Incident-Based Reporting System \(NIBRS\) User Manual](#) and the [CJIS Division UCR Program Summary Reporting System \(SRS\) User Manual](#).

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

### Overview of the Process

Prior to the FBI CJIS Audit Unit (CAU) conducting an on-site QAR, a UCR Program must formally request a QAR. In this request, the UCR Program manager must articulate their specific needs and the FBI CAU will tailor the QAR to meet the request. The types of review offered by the CAU are: Service (Qualitative) Review, Statistical (Quantitative) Review, and Special Review.

- A Service Review is designed to be a review of a local LEA based on the need for the local agency review as identified by a UCR Program manager.
- A Statistical Review is designed to be a review of a UCR Program and is not scaled to be an independent review of local LEAs, although a sample of local LEAs records are included in the review of each UCR Program.
- A Special Review is designed to be a review of a local LEA and will occur as a result of an immediate need for assistance identified by a UCR Program manager.

After the UCR Program has received notification that a QAR will be conducted, a QAR audit manager will establish liaison between the FBI and the UCR Program and the pre-review process will begin.

### Pre-Review

Information that is requested during the pre-audit includes:

- Completion of a questionnaire, which requires the UCR Program or local agency to respond to their UCR Program's or agency's compliance to FBI UCR Program policies.

- Specific documentation, such as state statutes that relate to data collection, conversion tables, information/*UCR Program Quarterly* disseminated to local LEAs, and training manuals. This information is examined by the QAR audit manager and discussed prior to the QAR.
- The CAU also consults with the FBI Crime Statistics Management Unit and FBI CJIS Training and Advisory Process Unit to gather information relevant to perform to the QAR.

Information gathered from the questionnaire may be used to formulate additional questions to be answered during the on-site visit and to assist in determining policy compliance.

Prior to the review at the UCR Program and/or local LEAs, a detailed itinerary is compiled that contains the dates and times the UCR Program or local LEAs are scheduled to participate in the QAR. The itinerary is disseminated to the UCR Program manager to allow UCR Program personnel to assist with the scheduled QAR.

### **Agency/Record Selection**

The count of records to be reviewed during any of the above-mentioned reviews will be determined by the type of QAR to be conducted and the time frame the QAR can be performed.

### **Review**

The UCR Program or LEA QAR consists of:

- Administrative Interview
- Data Quality Review
- Exit Briefing

During the administrative interview, CAU auditors learn how a UCR Program or LEA manages incidents and whether the data submitted to the FBI UCR Program comply with the national program's definitions and guidelines.

During the data quality review, case files, including the officer's narrative and supplemental information, are reviewed to determine if national standards and definitions were appropriately applied. Discrepancies are documented for evaluation and discussion with the UCR Program manager and/or local LEA staff.

The CAU auditors provide an exit briefing to the UCR Program or LEA, which summarizes the findings based on the administrative interview and the data quality review. During the exit briefing, QAR findings are presented, to include a discussion of each data discrepancy to confirm errors with agency personnel.

## **Post-Review**

Upon completion of a Service Review or Statistical Review, an Audit Findings Letter is prepared and sent to the UCR Program manager and the CJIS Systems Officer. The UCR Program manager is requested to respond to the recommendations, if any, by indicating corrective action(s) to be taken. Included with the dissemination of a draft or final Audit Findings Letter is the QAR Standard Reference Guide and the QAR Supplemental Audit Charts. The CAU will provide finalized QAR results to the CJIS Advisory Policy Board UCR Subcommittee and formally request the UCR Subcommittee to authorize Letters of Interest.