



March 2005

**Uniform Crime Reporting**  
*State Program Bulletin 05-1*

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## **SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS**

### **1.1 Data Submission Deadlines**

State Uniform Crime Reporting (UCR) Program managers should note the following deadlines for data to be received by the Crime Statistics Management Unit (CSMU) of the FBI's CJIS Division and share these deadlines with their local agencies.

<b>March 4, 2005</b>	Deadline for agencies submitting data to be included in the <i>Preliminary Annual Uniform Crime Report (Annual Report), 2004</i> . <b>The deadline for submitting these data had been February 18, 2005; however, it has been extended to March 4, 2005. For Most-in-Population (MIP) agencies to be published in the <i>Annual Report</i>, the CSMU must have received complete data for 12 months by the March 4 deadline.</b>
<b>March 14, 2005</b>	Deadline for submitting data to be included in <i>Crime in the United States (CIUS), 2004</i> . <b>Data must be complete for 12 months</b> . This date is also the deadline for submitting statistics on officers assaulted and hate crime occurrences to be included in <i>Law Enforcement Officers Killed and Assaulted (LEOKA), 2004</i> , and <i>Hate Crime Statistics, 2004</i> , respectively.

### **1.2 Timetable for the Uniform Crime Reports:**

***Annual Report, 2004***

***CIUS, 2004***

***LEOKA, 2004***

***Hate Crime Statistics, 2004***

***Preliminary Semiannual Uniform Crime Report, January-June 2005  
(Semiannual Report)***

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.** 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 always extenuating circumstances that cause an agency to miss a deadline. Nevertheless, the FBI requests that state Program managers encourage the agencies within their state to make every effort to adhere to these deadlines.

Month	Work Process
January	<p>The CSMU disseminated letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>• Requesting missing January-December data for MIP law enforcement agencies for inclusion in Table 4 of the <i>Annual Report</i>. <b>The deadline</b> for submitting these data had been February 18, 2005; however, it <b>has been extended to March 4, 2005</b>.</li> <li>• Inquiring about police employee data that are missing or that require the state UCR Program manager's review.</li> </ul>
February	<p>The CSMU disseminated letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>• Requesting verification of any January-December crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense counts during the 12-month period for MIP agencies.</li> <li>• Identifying for contributors other than MIP agencies the January-December data, by agency and month, that the CSMU has not received prior to the submission deadline for the <i>Annual Report</i>.</li> </ul> <p><b>Note:</b> <b>The deadline for MIPs to submit data for inclusion in the Annual Report had been February 18, 2005; however, it has been extended to March 4, 2005.</b></p>
March	<p>The Communications Unit (CU) of the FBI's CJIS Division disseminates a <i>State Program Bulletin</i> reminding state UCR Program managers of the <b>March 14, 2005</b>, deadline for submitting 2004 data for inclusion in <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i>.</p> <p>The CSMU disseminates letters to state UCR Program managers informing them of the 2004 population estimates for agencies within their state. The CSMU also sends letters requesting verification of any January-December crime totals for contributors other than the MIP agencies that show significant increases or decreases from the previous year's data and/or verification of any high or low monthly offense counts during the 12-month period.</p> <p><b>Note:</b> <b>The deadline for the MIP agencies to submit data for inclusion in the Annual Report is March 4, 2005.</b></p> <p><b>The deadline for submitting 2004 data for inclusion in CIUS, LEOKA, and Hate Crime Statistics is March 14, 2005.</b></p> <p><b>CIUS, 2004—For agencies to be published in Tables 8-11, the CSMU must receive 12 months of complete data.</b></p> <p><b>Hate Crime Statistics, 2004—The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14.</b></p> <p><b>LEOKA, 2004—Officer assault statistics include those law enforcement agencies for which the CSMU receives both 12 months of officer assault data and police employee counts.</b></p>
April	The CSMU disseminates letters to state UCR Program managers providing January-December 2004 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.
May	The FBI publishes and distributes the <i>Annual Report</i> .
May-July	<p>The FBI reviews for data quality and finalizes <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> for publication.</p> <p>The CSMU disseminates letters to each state UCR Program manager providing the state's 2004 violent crime and property crime offense counts that will be published in <i>CIUS</i>.</p>

July	<p>The CSMU disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>• Providing the 2005 timetable for the Uniform Crime Reports.</li> <li>• Requesting missing January-June data for MIP law enforcement agencies that are to be included in Table 4 of the <i>Semiannual Report</i>. The letters provide the <b>August 26, 2005</b>, deadline for submitting data to be included in the <i>Semiannual Report</i>.</li> <li>• Informing those state UCR Programs for which no 2005 data have been received of the <b>August 26, 2005</b>, deadline.</li> </ul>
August	<p>The CU disseminates a <i>State Program Bulletin</i> to all state UCR Programs providing the August deadline for submitting data for all law enforcement agencies for inclusion in the <i>Semiannual Report</i>.</p> <p>The CSMU disseminates trend letters to state UCR Programs requesting verification of any January-June crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense counts during the 6-month period for the MIP agencies.</p> <p><b>Note: The deadline for submitting 2005 data to the FBI for inclusion in the <i>Semiannual Report</i> is August 26, 2005.</b></p>
September	<p>The CSMU disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>• Identifying by contributor any January-June data that the FBI has not received by the submission deadline for the <i>Semiannual Report</i>.</li> <li>• Seeking follow-up from those who did not respond to trend letters for the MIP agencies. (The CSMU may opt to contact these managers via telephone.)</li> <li>• Requesting verification of any January-June crime totals that show significant increases or decreases from the previous year's data and/or verification of any high or low monthly offense counts during the 6-month period from contributors other than the MIP agencies that submitted data for 3 or more months.</li> </ul>
October	<p>The FBI publishes and distributes <i>CIUS, 2004</i>.</p> <p>The CSMU disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>• Requesting the completion of information on current year's police employee counts as of October 31, 2005. The deadline for submitting these data is <b>December 23, 2005</b>.</li> <li>• Requesting verification of any January-June crime totals that show significant increases or decreases from the previous year's data and/or verification of any high or low monthly offense counts during the 6-month period from contributors other than the MIP agencies that submitted data for 3 or more months.</li> </ul>
November	<p>The FBI publishes and distributes <i>LEOKA, 2004</i>, and <i>Hate Crime Statistics, 2004</i>.</p>

November continued	<p>The CSMU disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>• Requesting review of the Population-by-County printout to verify the current reporting status of each agency and to identify any new agency contributors.</li> <li>• Requesting verification of any January-June crime totals that show significant increases or decreases from the previous year's data and/or verification of any high or low monthly offense counts during the 6-month period for contributors other than MIP agencies that submitted data for 3 or more months.</li> </ul> <p>The CU disseminates a <i>State Program Bulletin</i> reminding all state UCR Program managers of the <b>December 31, 2005</b>, deadline for making changes to an agency's current reporting status, name, or address, and for adding new contributing agencies within the state. (The CSMU will not assign an Originating Agency Identifier until an agency submits one Return A Form.)</p>
December	<p>The FBI publishes and distributes the <i>Semiannual Report</i>.</p> <p>Prior to the <b>December 23, 2005</b>, deadline, the CSMU will forward letters to the state UCR Program managers informing them that the FBI has not received their police employee counts.</p> <p><b>Note: The deadline for current year's police employee counts to be submitted to the CSMU is December 23, 2005.</b></p> <p><b>The deadline for making changes to an agency's current reporting status, name, or address, and for adding new contributing agencies within the state is December 31, 2005.</b></p>

### 1.3 Electronic Availability of the *State Program Bulletin*

The UCR Program's *State Program Bulletin* is available electronically in Corel WordPerfect and Microsoft Word formats. **State Program managers** who wish to receive the *State Program Bulletin* via e-mail instead of receiving hard copies through the U.S. Postal Service should provide the FBI CJIS Division's CU with their e-mail address at <[cjis\\_comm@leo.gov](mailto:cjis_comm@leo.gov)> and indicate *State Program Bulletin* in the subject line of the e-mail. **Please note that whether the Bulletin is received electronically or in hard copy, it is the responsibility of the state UCR Program manager to disseminate the information as appropriate to their staff and local agencies.**

**In order to serve our customers in the best manner possible, the national UCR Program would like to remind state Program managers to keep the CU informed of any changes in their e-mail addresses.**

The current *State Program Bulletin*, as well as previous editions, is also available via the Law Enforcement OnLine (LEO) Intranet at <[www.leo.gov/special\\_topics/stats/stats\\_home.html](http://www.leo.gov/special_topics/stats/stats_home.html)> (under the Crime in the U.S.: Uniform Crime Reports Section). Users with questions concerning access to the LEO should contact the LEO Program Office at (202) 324-8833 (telephone) or Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).

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

### **Proper Procedure for the Reporting of Confiscated Property Through the National Incident-Based Reporting System**

During recent UCR Quality Assurance Reviews (QARs), the CJIS Audit Unit discovered discrepancies involving confiscated property not previously reported as stolen being entered into the National Incident-Based Reporting System as recovered stolen property. This problem typically occurred when Data Element 6, UCR Offense Code, included the data value 280 for Stolen Property Offenses. To illustrate, an officer confiscated several items from a subject, identified *some* of these items as previously reported stolen property from his agency's jurisdiction, *suspected* that the other items were also stolen, and arrested the subject for stolen property offenses. Through the QAR, the CJIS Audit Unit staff has observed that a number of agencies then enter *all* of the property confiscated into the Property Segment under Data Element 14, Type Property Loss/Etc., with a data value of 5 for recovered stolen property without establishing that only a portion of the property was, in fact, stolen.

The UCR guidelines set forth for mandatory data values with specific data elements provide that only two data values should be considered if the offense is actually *completed*: 1 = None or 5 = Recovered (Volume 1, pages 119 and 120). However, an agency should enter the data value 5 = Recovered *only for the property that was confirmed to be stolen*, i.e., previously reported as stolen or determined through investigation to be stolen, within the agency's jurisdiction. Entering the confiscated property in question into Data Element 14 with a data value of 5 = Recovered without having confirmed that it was stolen is inconsistent with established UCR guidelines.