



December 2008

Uniform Crime Reporting (UCR)
State Program Bulletin 08-5

SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

- | | | |
|-----|--|---|
| 1.1 | Data Submission Deadlines | 2 |
| 1.2 | Electronic Availability of the <i>State Program Bulletin</i> | 2 |

SECTION 2—CLARIFICATION TO POLICY AND PROCEDURES

- | | | |
|--|--|---|
| | Clarification to Reporting the Sex of Arrestee in the National Incident-Based Reporting System (NIBRS) | 3 |
|--|--|---|

SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Data Submission Deadlines

The national UCR Program would like to remind state UCR Program managers that **Friday, December 19, 2008**, is the deadline to submit police employee counts as of October 31, 2008, to the FBI. In addition, **Wednesday, December 31, 2008**, is the deadline for an agency to report a change to its name, address, or current reporting status to the FBI.

The staff of the national UCR Program would like to thank all contributors for their participation and submitting data in a timely manner. The FBI could not publish UCR data without agencies' continued support.

1.2 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 UCR 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 Multimedia Productions Group (MPG) staff at the CJIS Division with their e-mail addresses at <cjis_comm@leo.gov> and indicate *State Program Bulletin* in the subject line of the e-mail.

Please note that whether the *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 *State Program Bulletin*, as well as previous editions, is also available via the Law Enforcement Online (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 at (304) 625-5555 or Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618.

SECTION 2--CLARIFICATION TO POLICY AND PROCEDURES

Clarification to Reporting the Sex of Arrestee in the National Incident-Based Reporting System (NIBRS)

A potential discrepancy in the NIBRS Volume 1: *Data Collection Guidelines* (August 2000) has come to the attention of the national UCR Program staff. Page 67 of the document states:

Data values are the specific codes that are allowed to be entered into the data elements. Each code is followed by an equal sign (=) and its underlined translation. Examples are M = Male, F = Female, and U = Unknown, which are the data values allowed in Data Element 27 (Sex [of Victim]) and Data Element 48 (Sex [of Arrestee]). . . .

However, Data Element 48 (Sex [of Arrestee]) **must** be either M = Male or F = Female. It is on page 103 of Volume 1 that the allowable entries are provided:

48 Sex (of Arrestee) - one character (A & B): The sex of the arrestee should be indicated in this data element.

Allowed entries: (Enter only one.)

M = Male
F = Female

If an agency reports the sex of an arrestee as U = Unknown, the incident will be rejected. The code of U = Unknown is acceptable for Data Element 27 (Sex [of Victim]).

Agencies with questions should contact Mr. Gregory S. Swanson of the Training and Systems Education Unit by telephone at (304) 625-2998.