



February 2009

Uniform Crime Reporting (UCR)  
*State Program Bulletin 09-1*

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## MESSAGE TO PROGRAM PARTICIPANTS

### 1.1 Data Submission Deadlines

State UCR Program managers should note the following deadlines for data to be received by the CJIS Division's CSMU and should inform their local agencies of these deadlines.

Date	Information needed
<b>February 13, 2009</b>	Deadline for submitting January–December 2008 data for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December, 2008</i> .  <b>For Most-in-Population (MIP) agencies to be published in the Report, the CSMU must receive complete data for 12 months by the deadline.</b>
<b>March 17, 2009</b>	Deadline for submitting data for inclusion in the 2008 editions of <i>Crime in the United States (CIUS)</i> , <i>Law Enforcement Officers Killed and Assaulted (LEOKA)</i> , and <i>Hate Crime Statistics</i> .  State UCR Program managers should note that: <ul style="list-style-type: none"><li data-bbox="516 926 1421 1024">■ For agencies' statistics to be published in Tables 8-11 of <i>CIUS, 2008</i>, the CSMU <b>must</b> receive 12 months of complete data by this date.</li><li data-bbox="516 1062 1421 1161">■ The number of quarters for which an agency reported hate crime data in 2008 will be published in Tables 13 and 14 of <i>Hate Crime Statistics, 2008</i>.</li><li data-bbox="516 1199 1421 1331">■ State totals on officers assaulted presented in <i>LEOKA, 2008</i>, will include those law enforcement agencies for which the CSMU receives both 12 months of officer assault data <b>and</b> police employee counts.</li></ul>
<b>August 28, 2009</b>	Deadline for submitting January through June 2009 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2009</i> .
<b>December 18, 2009</b>	Deadline for submitting police employee counts as of October 31, 2009.
<b>December 31, 2009</b>	Deadline for making changes to an agency's name/address or current reporting status.

## 1.2 Work Processes for UCR Publications

*Preliminary Annual Uniform Crime Report, January–December, 2008*

*CIUS, 2008*

*LEOKA, 2008*

*Hate Crime Statistics, 2008*

*Preliminary Semiannual Uniform Crime Report, January–June, 2009*

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 on the preceding page.**

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

Date	Work process
February	<p>The CSMU staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>■ Requesting the verification of any January–December 2008 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 12-month period for MIP agencies.</li> <li>■ Identifying any January–December 2008 data, by agency and month, that have not been received by the submission deadline for the <i>Preliminary Annual Report</i> for contributors other than MIP agencies.</li> </ul> <p><b>The deadline for submitting January through December 2008 data to the FBI for inclusion in the <i>Preliminary Annual Uniform Crime Report, January–December 2008</i> is February 13, 2009.</b></p>

March	<p>The CSMU’s staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>■ Requesting the verification of any January–December 2008 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 12-month period for all contributors other than MIP agencies.</li> <li>■ Informing them of the 2008 population estimates for agencies within their state.</li> </ul> <p><b>The deadline for submitting January–December 2008 data to the FBI for inclusion in <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> is March 17, 2009.</b></p>
April	<p>The CSMU’s staff disseminates letters to state UCR Program managers providing January–December 2008 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.</p>
May through September	<p>The national UCR Program staff reviews information for data quality and finalizes the 2008 editions of <i>CIUS</i>, <i>LEOKA</i>, and <i>Hate Crime Statistics</i> for publication.</p>
June	<p>The tentative release of the <i>Preliminary Annual Uniform Crime Report, January–December, 2008</i>.</p>
July	<p>The CSMU’s staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>■ Providing them with their state’s 2008 violent crime and property crime counts that will be published in <i>CIUS, 2008</i> and providing the 2009 Timetable.</li> <li>■ Requesting missing January–June 2008 data for MIP agencies that are to be included in Table 4 of the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2009</i>. The letters will provide the August 28, 2009, deadline for submitting data to be included in the <i>Report</i>.</li> </ul> <p><b>The deadline for submitting January–June 2009 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report</i> is August 28, 2009.</b></p>

August and September	<p>The CSMU’s staff disseminates letters to state UCR Program managers requesting verification of any January–June 2009 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 6-month period for MIP agencies.</p> <p>The deadline for submitting January through June 2009 data to the FBI for inclusion in the <i>Preliminary Semiannual Uniform Crime Report</i> is <b>August 28, 2009.</b></p>
September	<p>The CSMU’s staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>■ Identifying any missing January–June 2009 data that the FBI has not received by the submission deadline for the <i>Preliminary Semiannual Uniform Crime Report</i> to all contributors other than MIP agencies.</li> <li>■ Seeking follow-up for MIP agencies that did not respond to trend letters. (The CSMU’s staff may opt to contact these agencies via telephone.)</li> <li>■ Requesting the verification of any January–June 2009 crime totals that indicate significant increases or decreases over 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.</li> </ul> <p>The tentative release of <i>CIUS, 2008</i>.</p>
October	<p>The CSMU’s staff disseminates letters to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>■ Requesting the verification of any January–June 2009 crime totals that indicate significant increases or decreases over 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.</li> <li>■ Requesting the completion of information on the current year’s police employee counts as of October 31, 2009.</li> </ul> <p><b>The deadline for submitting police employee counts is December 18, 2009.</b></p> <p>The tentative release of <i>LEOKA, 2008</i> and <i>Hate Crime Statistics, 2008</i>.</p>

November	<p>The CSMU's staff disseminates letters to state UCR Program managers requesting a review of the Population-by-County printout to verify the current reporting status of each agency and to identify any new agency contributors.</p> <p>The CSMU's staff disseminates a <i>State Program Bulletin</i> reminding all state UCR Program managers of the <b>December 18, 2009</b>, deadline for submitting police employee counts and the <b>December 31, 2009</b>, deadline for making changes to an agency's name/address or current reporting status. (The CSMU's staff will not assign an Originating Agency Identifier until an agency submits one <i>Return A</i> form.)</p>
December	<p>The national UCR Program staff publishes the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2009</i>.</p> <p>After the December 18, 2009, deadline, the CSMU's staff will forward letters to state UCR Program managers informing them that the FBI has not received their police employee counts.</p> <p><b>The deadline for submitting police employee counts is December 18, 2009.</b></p> <p><b>The deadline for making changes to an agency's name/address or current reporting status is December 31, 2009.</b></p>

### **1.3 State Contacts of Crime Statistics Management Unit (CSMU) Personnel and Outreach Team Members**

The following provides the CSMU personnel and the UCR Program's trainers from the Outreach Team. If a state's data are assigned to more than one member of the CSMU, the data to which they manage is identified as the Summary reporting system (SRS), the National Incident-Based Reporting System (NIBRS), or MIP agencies.

#### **ALABAMA**

SRS: Paula Vangilder (304) 625-3529  
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**WEST VIRGINIA**

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**WISCONSIN**

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## 1.4 Contact Information of Members of the UCR Subcommittee of the CJIS Advisory Policy Board (APB)

Listed below are the current members of the UCR Subcommittee of the CJIS APB.

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## 1.5 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://cgate.leo.gov/http/leowcs.leopriv.gov/lesig/cjis/programs/crime\\_statistics/state\\_program\\_bulletins/state\\_program\\_bulletins.html](https://cgate.leo.gov/http/leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.html)>. Users with questions concerning access to the LEO should contact the LEO Program Office at (304) 625-5555 (telephone) or Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).