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Uniform Crime Reporting
State Program Bulletin

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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Advance Copies of *Crime in the United States, 2001*, Embargoed Until the October 28, 2002, Release Date

In past years, the national Uniform Crime Reporting (UCR) Program has mailed advance copies of *Crime in the United States* (and other UCR reports) to contributing agencies and the media with the understanding that the data were embargoed until the official release date. The courtesy was extended so that recipients could prepare for the release of the publication. However, following a series of stories that were published and broadcast before the official release date, the National FBI Press Office recommended that the national UCR Program cease the practice of sharing advance copies with the media.

This fall, contributing agencies will be provided with advance copies of *Crime in the United States, 2001*; however, they are reminded that embargoed data are for internal use only and should not be made public prior to the official release date of October 28, 2002. Your adherence to this protocol for embargoed data for this release as well as the release of future publications is greatly appreciated.

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 Program managers** who wish to receive the UCR *State Program Bulletin* via E-mail instead of receiving hard copies through the U.S. Postal Service should provide the FBI's Communications Unit (CU) with their E-mail address at: **cjis_comm@leo.gov**. Please indicate *State Program Bulletin* in the subject line of your 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 your staff and local agencies.**

The current UCR *State Program Bulletin* as well as previous editions are also available via the Law Enforcement OnLine (LEO) Intranet at **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 LEO should contact the LEO Program Office at 202-324-8833 (telephone) or the CU at 304-625-4995 (telephone) or 304-625-5394 (facsimile).

SECTION 2—POLICY CLARIFICATIONS AND PROCEDURES

2.1 UCR Program Includes Collection of Hate Crime Data

Condition 5 under which a state UCR Program must operate reads, “[t]he state agency must furnish to the FBI all of the detailed data regularly collected by the FBI in the form of duplicate returns, computer printouts, and/or magnetic tapes” (*Uniform Crime Reporting Handbook*, 1984, page 1). State UCR Program managers are reminded that, as a result of the Hate Crime Statistics Act of 1990 and subsequent acts that amended the directive, the FBI’s UCR Program regularly collects and publishes data on crimes motivated by racial, religious, ethnicity/national-origin, sexual-orientation, and disability bias. Local law enforcement agencies may capture hate crime data via National Incident-Based Reporting System (NIBRS) submissions or on the Hate Crime Incident Report and Quarterly Hate Crime Report forms. Media on which state UCR Programs may forward hate crime data to the national Program include magnetic tapes, disks formatted with DOS version 3.3 or greater, or electronic record layouts sent via E-mail. Hate crime data submitted on diskette or through E-mail must conform to the format explained in the publication *Hate Crime Magnetic Media Specifications for Tapes & Diskettes* (January 1997) and sent to mareese@leo.gov. Questions about hate crime data collection may be directed to Mary Pat Reese, FBI, Crime Statistics Management Unit (CSMU), at 304-625-3528.

2.2 Duplicate Hate Crime Submissions

In some instances, when a state Program is in transition from summary reporting to NIBRS or the state has both summary and NIBRS agencies, the state UCR Program is submitting hate crime incidents with specific incident numbers on the state’s NIBRS tape, then resubmitting the same incidents with slightly different incident numbers on the Hate Crime Incident Report forms (paper). Because the incident numbers differ (even if only slightly), the computer system does not recognize that the incidents are already in the hate crime database and enters the incidents a second time, resulting in duplications. State UCR Program managers should note that incidents submitted on the NIBRS tape *should not* be resubmitted on paper forms. Any questions regarding hate crime incident submissions should be directed to Mary Pat Reese of the CSMU at 304-625-3528.