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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

Electronic Availability of the *State Program Bulletin*

The Uniform Crime Reporting (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 Ms. Stacey Davis of the Advisory Groups Management Unit at 304-625-2618 (telephone).

SECTION 2–POLICY CLARIFICATIONS AND PROCEDURES

2.1 Binary Entry for the Collection of LEOKA Data via NIBRS

In October 2002, the national Uniform Crime Reporting (UCR) Program disseminated to all state UCR Program managers and posted on the FBI's Internet site the *NIBRS Addendum for Submitting LEOKA Data*. The addendum provides new and modified National Incident-Based Reporting System (NIBRS) data values, entry requirements, error messages, and programming changes to collect Law Enforcement Officers Killed and Assaulted (LEOKA) data according to the procedures in the context of the current NIBRS manuals.

Recently, it has come to the attention of the national Program staff during discussions with state UCR Program managers that further clarification is needed regarding the use of the Record Descriptor Word, Record Positions 1-4 of the Victim Segment, e.g., pages 6 and 14 of the addendum.

As stated in the first paragraph on page 1 of the *NIBRS Addendum for Submitting LEOKA Data*, "Reporting agencies should note that the LEOKA reporting method, i.e., use of the new NIBRS format (with the new elements) or the original LEOKA data record for NIBRS (specified in Volume 2) must be consistent among all reporting agencies within a state. Therefore, either **all or none** of the agencies that report NIBRS data within a state must report LEOKA data via the new NIBRS format for the victim segment."

Therefore, when a state UCR Program implements programming changes in order to collect LEOKA data in the new NIBRS format from contributing law enforcement agencies within the state, the state must use the BINARY value 141 in positions 1-2 and BINARY zeros in positions 3-4 within Level 4 of each Victim Segment of each agency's submission. Additionally, all of the Victim Segments for each agency in the state's future submissions must have a length of 141, regardless of the Victim Type. By entering the mandatory BINARY value 141 within each Victim Segment, the state is verifying each agency's participation in LEOKA reporting and specifying that the agency is reporting either an actual officer assault occurred or no assault on an officer occurred within that incident. Conversely, all NIBRS states and all of their respective contributing law enforcement agencies that do not adopt the new NIBRS format for their LEOKA data should continue to use the Binary value 129 in positions 1-2 within Level 4 of the Victim Segment.

Prior to using the new format to submit LEOKA data as part of a state's NIBRS data submission, state Program managers should notify their NIBRS point of contact in the FBI's Crime Statistics Management Unit. The national Program staff will then process the state's initial data submissions as test data, ensuring that the appropriate programming changes as specified in the *NIBRS Addendum for Submitting LEOKA Data* have been made.

2.2 Quality Assurance Reviews Will be Offered Triennially

Effective October 1, 2003, the CJIS Audit Unit (CAU) will make Quality Assurance Reviews (QARs) available to each state UCR Program once every 3 years. Currently, all reviews and audits originating from the CAU are scheduled biennially. However, to comply with generally accepted government

auditing standards, the CJIS Division will audit each Control Terminal Agency once every 3 years. Audits will include reviews of compliance with policies related to participation in the National Crime Information Center, Interstate Identification Index, National Instant Criminal Background Check System, Criminal History Record Information, and National Fingerprint File. In conjunction with the audit of these programs, the CAU will schedule QARs to monitor the state Program's participation in the Uniform Crime Reporting (UCR) Program.

The QAR is designed to assist participating agencies in collecting and reporting accurate and complete crime data. Its mission is to assess the quality and reliability of UCR data and to evaluate the state's adherence to national UCR Program guidelines. The QAR focuses on the six requirements for operating a certified state Program and includes an analysis of classification and scoring procedures, clearances, property values, arrest counts, resubmission of errors, etc. Although the QAR process remains the same, it will now be part of the newly revised triennial schedule that was recommended by the Criminal Justice Information Services Advisory Policy Board and approved by the Director of the FBI.