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Uniform Crime Reporting
State Program Bulletin 03-4

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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Revised Hate Crime Forms Now Available

Following the notices of Information Collection Under Review in the March 19 and May 30, 2003, editions of the *Federal Register*, the national Uniform Crime Reporting (UCR) Program recently revised the Hate Crime Incident Report, the Quarterly Hate Crime Report, and the corresponding Instructions for Preparing Quarterly Hate Crime Report and Hate Crime Incident Report. The new forms are now available for distribution to all state UCR Programs for immediate use. State Program managers may obtain forms for the law enforcement agencies in their state by sending a facsimile request to Ms. Mary Pat Reese of the FBI's Crime Statistics Management Unit (CSMU) at (304) 625-3566. Managers may also direct questions regarding the new forms or their distribution to Ms. Reese by calling (304) 625-3528.

Changes to note on the Quarterly Hate Crime Report:

1. A new field, Area Code and Telephone Number of Preparer, has been added to the report.
2. Instructions for Incidents to be Deleted have been expanded.

Changes to note on the Hate Crime Incident Report:

1. Bias Motivation Section
 - a. Bias type 15-Anti-Multi-Racial Group has been changed to 15-Anti-Multiple Races, Group.
 - b. Bias type 24-Anti-Islamic (Moslem) has been changed to 24-Anti-Islamic (Muslim).
 - c. Bias type 26-Anti-Multi-Religious Group has been changed to 26-Anti-Multiple Religions, Group.
 - d. "Specify" has been removed from bias type 33-Anti-Other Ethnicity/National Origin.
 - e. Bias type 41-Anti-Male Homosexual has been changed to 41-Anti-Male Homosexual (Gay).
2. Victim Type Section
 - a. Society/Public may not be used as a victim type on this report because it is applicable only in the NIBRS.
 - b. Instructions for the victim type Individual have been clarified.
3. Number of Offenders Section

The designation "00" must be used to indicate an Unknown Offender.
4. Race of Offender Section

Race type 5-Multi-Racial Group has been changed to 5-Multiple Races, Group.

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** 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 your 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 UCR *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** (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 Ms. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).

SECTION 2—POLICY CLARIFICATIONS AND PROCEDURES

2.1 Hate Crime Submissions Using Bias Motivation Codes 88 and 99

State UCR Program managers who submit summary data to the national Program should **not** use NIBRS bias motivation codes 88 = no bias and 99 = (the offender's motivation is) unknown in the state's electronic hate crime data submission. These codes should be used only in a NIBRS data submission. In fact, an offense in which no bias motivation exists or the motivation is unknown should not be reported as a hate crime. Offense records with bias motivation codes 88 or 99 submitted in non-NIBRS hate crime electronic submissions are considered to contain an error and, consequently, are not retained in the national hate crime database. Upon the receipt of an electronic hate crime submission containing some offense records improperly coded with 88 or 99, the national Program will accept the correct data and notify the state Program that the erroneous offense records were not retained.

2.2 Duplication of Hate Crime Submissions from NIBRS Agencies

Duplicate hate crime submissions most often occur when a state Program is in transition from summary reporting to reporting via NIBRS or the state has agencies submitting both summary and NIBRS data. For example, the state UCR Program submits a NIBRS tape on which all of the incidents, hate crimes as well as those that are not bias motivated, have unique incident numbers assigned to them by the reporting agency to identify the incidents. Then, the state Program resubmits the hate crime incidents on the Hate Crime Incident Report form (paper) with slight variations of the incident numbers on its tape submission. Because the incident numbers differ (even if only slightly), the national Program's computer system is unable to recognize that the incidents are already in the hate crime database and enters the incidents a second time. This results in duplicate submissions. State UCR Program managers should **not** resubmit hate crime incidents on paper forms that have already been included on their NIBRS tape submissions. Any questions regarding hate crime incident submissions should be directed to Ms. Mary Pat Reese of the CSMU at (304) 625-3528.

2.3 Addition to *Hate Crime Magnetic Media Specifications for Tapes & Diskettes* (January 1997) to Include Hate Crime Error Numbers 061 and 062

The national UCR Program has added two error checks to prevent the FBI's computer system from accepting hate crime data from Originating Agency Identifiers (ORIs) that the national Program has placed in covered-by¹ or delete status.² By rejecting improperly submitted data when they are initially received, the national Program will minimize the number of errors that occur when the hate crime database is processed at the end of the year and will give agencies the opportunity to submit their data through the appropriate ORI. Error Numbers 061 and 062 and their corresponding error messages will be included in the next revision of *Hate Crime Magnetic Media Specifications for Tapes*

¹Covered-by status—When an agency no longer reports UCR data using its assigned ORI and another law enforcement agency, the covering agency, uses its ORI to report crimes committed in the covered-by agency's jurisdiction, the national UCR Program places the covered-by agency's ORI in covered-by status.

²Delete status—When the national Program requires an administrative ORI rectification, the national Program may place the agency's ORI in delete status; this designation is used in limited instances.

& Diskettes (January 1997). Positions 12-20 shown on page 3 of the current manual should be changed to incorporate the highlighted text as follows:

<u>Position</u>	<u>Type</u>	<u>Description</u>
12 - 20	A9	<u>ORI Code</u> For state/local submissions the last two positions (19-20) must be '00'.
	<u>Error</u>	<u>Message</u>
	007	MUST BE A VALID UCR ORI = ?
	008	ALL ORIs ON THIS SUBMISSION MUST BE FROM STATE = ?
	055	ALL ORIs ON FEDERAL SUBMISSIONS MUST HAVE SAME DEPARTMENT OF '?' NOT '?' (Note: Character position 8 of the ORI uniquely identifies the federal department.)
	056	ALL ORI SUBMISSIONS MUST BE STATE OR FEDERAL, NOT MIXED (ORI = ?)
	057	MUST BE A VALID FEDERAL CODE = ? (Note: Character positions 8-9 of the ORI are the federal agency code.)
	061	ORI = ? IN COVERED-BY STATUS
	062	ORI = ? IN DELETE STATUS

Error Numbers 061 and 062 also should be added at the bottom of page 13 after Error Number 060, which was announced in *State Program Bulletin* 01-1 (July 2001), as highlighted below:

<u>Error Number</u>	<u>Message Text/</u> <u>Referenced data field in HATECR.UCR</u>
059	UNNECESSARY INCIDENT FIELDS MUST BE BLANK IF DELETING A HATE CRIME INCIDENT Refers to positions 39 through 212 (i.e., Incident-related data)
060	OFFENDER RACE MUST BE 'U' WHEN NUMBER OF OFFENDERS IS '00' Number of Offenders, Offenders' Race (<i>announced in State Program Bulletin 01-1 [July 2001]</i>)
061	ORI = ? IN COVERED-BY STATUS ORI Code
062	ORI = ? IN DELETE STATUS ORI Code

Any questions regarding the new hate crime magnetic media submission errors should be directed to Ms. Mary Pat Reese of the CSMU at (304) 625-3528.