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SECTION 1—MESSAGE TO PROGRAM PARTICIPANTS

1.1 Deadline for January–June 2004 Data

As published in the Uniform Crime Reporting (UCR) Program's *State Program Bulletin* 04-1 in March 2004, the deadline for state UCR Program managers to provide monthly data submissions for January-June 2004 was **Friday, August 27, 2004**. (The national UCR Program sent a reminder via e-mail on August 23 to agencies that receive the *State Program Bulletin* electronically.) The national UCR Program realizes that there are always extenuating circumstances that may cause an agency to miss a deadline. However, in order for the national Program to publish the UCR publications on time with complete and accurate statistics, all states must adhere to the scheduled deadlines. If your state UCR Program was unable to meet the deadline listed above, please forward your data to the FBI's Crime Statistics Management Unit (CSMU) as soon as possible. Though the national UCR Program cannot guarantee that data submitted for Most-In-Population agencies after the August 27 deadline will be published in the *Preliminary Semiannual Uniform Crime Report, January-June 2004*, it can continue to process 2004 data in a timely manner to prevent future publication delays.

1.2 Advance Copies of *Crime in the United States, 2003*, Embargoed Until the October 25, 2004, Tentative Release Date

This fall, the national UCR Program will provide contributing agencies with advance copies of *Crime in the United States, 2003*; however, agencies are reminded that embargoed data are for internal use only and should not be made public prior to the October 25, 2004, tentative release date. Your adherence to this protocol for embargoed data for this publication as well as future publications is greatly appreciated.

1.3 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 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 their 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 Communications Unit 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 Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).

SECTION 2—POLICY CLARIFICATIONS AND PROCEDURES

2.1 Calculating Trends in National Incident-Based Reporting System Data

The staff of the national UCR Program review and trend data submitted via the National Incident-Based Reporting System (NIBRS) to ensure data quality. The Program also publishes trend data in its various crime reports. (For NIBRS data to be published in the *Preliminary Semiannual* and *Annual Uniform Crime Reports*, the national Program extracts NIBRS data representing each agency's Part I offenses at 6- and 12-month intervals and converts them to summary data.) When trending NIBRS data submitted by NIBRS-certified state Programs and certified agencies of non-Program states, the FBI's CSMU NIBRS staff use the following processes at 6-month and 12-month intervals:

- Initially, the staff review Group A offenses to ensure that the data are reasonable, i.e., likely to have occurred given the offense and the circumstances surrounding the incident. The staff also look for an invalid "none," i.e., an indication of false reporting that the system generates when an agency actually filed only a Group B arrest report for the period, or a monthly offense count that is significantly higher or lower than the agency's typical offense count for the specified time period. The staff also review the number (and type) of premises entered for the agency's burglary offense total to prevent the volume of burglaries from being falsely elevated when the NIBRS numbers are converted to summary totals for publication. (The staff ensures that the Hotel Rule is applied properly in the conversion process.) If the NIBRS staff find invalid or questionable data, they manually remove the data so that the staff can perform a more accurate comparison with the valid data of the common months.
- Next, the staff measure the data for violent crimes (murder and nonnegligent manslaughter; forcible rape; robbery; and assault, both aggravated and simple) and property crimes (burglary, larceny-theft, motor vehicle theft, and arson) from the two reporting periods to ensure that the offense trends fall within acceptable norms.

Percent Change: The staff derive the volume trends for violent crime offenses and property crime offenses by running standardized programs on the UCR database that (1) subtract the previous year's figure from the current year's figure, (2) divide the difference by the previous year's figure, and (3) multiply that number by 100. Typically, a comparison of violent crime from one reporting period to the next yields a volume change ranging from minus 15 percent to plus 15 percent. A comparison of property crimes from one reporting period to the next usually yields a volume change ranging from minus 25 percent to plus 25 percent. Upon receiving the trend printouts, the NIBRS staff flag unusually high fluctuations in violent or property crime, i.e., those percent changes that exceed the standard ranges, to analyze the data further.

Z-score: The staff calculate the z-score for violent crime offenses and property crime offenses by running standardized programs on the UCR database that (1) subtract the previous year's figure from the current year's figure and (2) divide the difference by the square root of the previous year's figure plus the current year's figure. The critical value of the z-score may

fluctuate plus or minus 3 from the mean figure. The NIBRS staff flag scores that fall outside of the acceptable range for further review.

Independent Analysis: To use the percent change and the z-score as the sole indicators of whether or not an agency's data are in trend is limiting; therefore, the NIBRS staff also consider the population of the agency's jurisdiction, the type of offense, and the month-to-month reported variations of data before making this determination.

- If the NIBRS staff note that an agency's data are out of trend, they send the agency a trend letter and provide a data listing noting the discrepancies. The staff request the agency to either verify the data on file or submit corrections. Though many questioned data turn out to be actual increases or decreases in the number of reported offenses, potential reasons for erroneous data include mistakes in data entry, underreporting, data transfer errors that may occur when a state aggregates its local agencies data into one state submission, incomplete data, vendor issues, or computer problems.
- When the state Program (on behalf of its agency[ies]) responds to the letter and verifies that the increase or decrease in its data submission was caused by a major fluctuation in criminal activity, the CSMU staff file the response for future reference if anyone questions the data. If a state Program discovers that its data are erroneously out of trend or incorrect, the state Program or the agency must supply the CSMU with electronic adjustments; unlike summary reporting, the NIBRS does not allow the FBI to make manual adjustments to the master files after the data have been electronically processed.
- In addition to sending state UCR Programs a listing of Part I offense trends, the NIBRS staff provide the Comparative Report by Agency. This report furnishes aggregated crime counts for all NIBRS Group A offenses that are maintained by the national Program for current and previous years' data, the percent change in crime levels from one reporting period to the next, and the z-score. These data provide an opportunity for the agency to identify any inaccurate crime totals as well as monitor data submissions, corrections, and current statistical counts. The comparative report is also a valuable resource for the agency if anyone questions its data.

State UCR Program managers requiring additional information on these procedures should contact the CSMU at (304) 625-4830 and ask to speak with their state's statistical assistant.

2.2 Criteria for Submitting Law Enforcement Officers Killed and Assaulted Data

The UCR Program collects data on officer line-of-duty deaths and assaults from law enforcement agencies through the Law Enforcement Officers Killed and Assaulted (LEOKA) program. Agencies submit data (either electronically or on Form 1-705, *Law Enforcement Officers Killed or Assaulted*) on their own duly sworn officers who are feloniously or accidentally killed or assaulted in the line of duty. The purpose of this data collection is to identify and present information about situations in which officers are killed or assaulted. The national Program then publishes these data annually in the *LEOKA* book. Agencies can incorporate this information in their training programs and develop procedures to improve officer safety.

Law Enforcement Officer Status

The LEOKA program publishes data on both felonious and accidental deaths. To be included in these data, an officer *must* meet all of the following criteria:

- Be working in an official capacity
- Have full arrest powers
- Wear a badge (ordinarily)
- Carry a firearm (ordinarily)
- Be paid from governmental funds set aside specifically for payment of sworn law enforcement representatives

In addition, the officer's death must be a direct result of the injuries he or she sustained in the incident.

Normally, officers who meet the criteria are employed by local, state, tribal, or federal entities in occupations such as municipal or county police, constables, state police, highway patrol officers, sheriffs and deputies, marshals, and special agents. Their primary duties include responding to routine calls for police service, emergency situations, or crime scenes; performing routine patrol; rendering emergency services; enforcing criminal laws and traffic regulations; and investigating violations of criminal laws and traffic accidents. Individuals employed in local, state, tribal, or federal law enforcement agencies but involved in protective, prosecutorial, or confinement activities, such as federal judges, U.S. attorneys, probation officers, corrections officers, jailers, and prison officials, are not included.

Circumstances of Death

The Program considers a *line-of-duty* death to have occurred when the officer is on or off duty and acting in an official capacity, that is, reacting to a situation that would ordinarily fall within the scope of his or her official duties as a law enforcement officer. Suicides and deaths caused by heart attacks or other natural causes as well as deaths occurring while the officer is acting in a military capacity are not included in this definition.

A *felonious* death occurs when an officer is killed because of or while performing his or her official duties and as a direct result of a criminal act by a subject. An *accidental* death occurs when an officer dies as a result of an accident he or she is involved in while performing his or her duties. Some examples of accidental deaths include an officer being struck by a vehicle while directing traffic; receiving fatal injuries in a motor vehicle, airplane, or helicopter accident while on patrol or involved in a pursuit; or drowning during a rescue attempt.

In the event of a law enforcement fatality, the victim officer's agency should contact its local FBI field office or resident agency, which will provide the agency with the survivor benefits brochures and Form 1-701, *LEOKA*, on behalf of the LEOKA program. Even though an officer's death may not meet the national Program's criteria to be included in the annual publication *LEOKA*, the officer's family may still be entitled to survivor benefits offered by the U.S. Department of Labor and the Public Safety Officers' Benefit Program administered by the U.S. Department of Justice, so it is important that the agency contact the appropriate FBI office.

Law enforcement personnel may direct questions about the LEOKA program to Mrs. Frankie Kelley or Mrs. Dorothy "Dottie" Kisner of the FBI's CSMU at (304) 625-3521.

SECTION 3--PUBLICATION UPDATES AND MODIFICATIONS

Coming Soon: *Uniform Crime Reporting Handbook*

The national UCR Program has completed the revision of the *UCR Handbook* for summary reporting. State UCR Program managers and local agencies can expect to see limited quantities of the handbook delivered to them beginning in October. The publication will not be bound; instead, the national Program had the *UCR Handbook* printed on 3-hole punch paper so that state UCR Program managers and local agencies can incorporate future *State Program Bulletins* and other Program updates within the manual as appropriate. Due to budgetary constraints, the national UCR Program is unable to provide binders for the publication. If agencies recycle or purchase binders for the handbooks they acquire, the FBI recommends a 1½-inch binder that has front and back cover paper guards.

Upon receipt of the initial shipment of handbooks, state Program managers and personnel at local agencies who require additional copies may contact the FBI's Communications Unit via telephone (304) 625-4995; facsimile (304) 625-5394; or e-mail <cjis_comm@leo.gov>. Additionally, the *UCR Handbook* will be available on the FBI's Web site at <www.fbi.gov/ucr/ucr.htm>.