U.S. Department of Justice
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Criminal Justice Information Services (CJIS) Division

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Uniform Crime Reporting (UCR)
State Program Bulletin 12-1

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

SECTION 1–MESSAGE TO PROGRAM PARTICIPANTS

1.1   Data submission deadline

State UCR Program managers should note the following deadlines for data to be received by the Crime Statistics Management Unit's (CSMU's) Operations Group and inform their local agencies of these deadlines.

Date	Information needed
March 13, 2012* ***All state Programs must submit data by established deadlines to ensure that the data are thoroughly reviewed. If publication deadlines cannot be met, agencies are encouraged to continue to forward data so that these data can be entered in the UCR master data files.**	Deadline to submit data for inclusion in the 2011 editions of *Crime in the United States (CIUS), Law Enforcement Officers Killed and Assaulted (LEOKA),* and *Hate Crime Statistics.* State UCR Program managers should note that: ■ For agencies' statistics to be published in Tables 8-11 of *CIUS, 2011,* the CSMU's Operations Group **must** receive 12 months of complete data by this date. ■ State totals presented in *LEOKA, 2011,* concerning the number of officers assaulted will include those law enforcement agencies for which the Operations Group receives both 12 months of officer assault data **and** police employee counts. ■ The number of quarters for which an agency reported hate crime data in 2011 will be published in Tables 13 and 14 of *Hate Crime Statistics, 2011.*
August 24, 2012	Deadline to submit January through June 2012 data to the FBI for inclusion in the *Preliminary Semiannual Uniform Crime Report, January–June, 2012.*
December 14, 2012	Deadline to submit police employee counts as of October 31, 2012.
December 31, 2012	Deadline to change an agency's name or address, to add new contributing agencies within the state, or to change an agency's current reporting status.

1.2 Work processes for UCR publications

Preliminary Annual Uniform Crime Report, January–December, 2011
Crime in the United States (CIUS), 2011
Law Enforcement Officers Killed and Assaulted (LEOKA), 2011
Hate Crime Statistics, 2011
Preliminary Semiannual Uniform Crime Report, January–June, 2012

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.**

Many agencies are conscientious about meeting these deadlines; however, agencies that are late with their submissions cause delays to the publication process. 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

March	The CSMU's Operations Group disseminates letters to state UCR Program managers:
	
	■ Requesting the verification of any January–December 2011 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense count(s) during the 12-month period for all contributors other than Most in Population (MIP) agencies.
	
	■ Informing them of the 2011 population estimates for agencies within their states.
	
	The deadline to submit January–December 2011 data to the FBI for inclusion in *CIUS, LEOKA,* and *Hate Crime Statistics* is Tuesday, March 13, 2012.*
	
	Note: ***CIUS, 2011*—For agencies to be included in Tables 8-11, the Operations Group must receive 12 months of complete data.**
	
	        ***LEOKA, 2011*—Officer assault statistics include those law enforcement agencies that submitted both 12 months of officer assault data and police employee counts.**
	
	        ***Hate Crime Statistics, 2011*—Tables 13 and 14 of the publication will include the number of quarters in which an agency reported hate crime data.**

April	The CSMU's Operations Group disseminates letters to state UCR Program managers providing January–December 2011 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.
May–June	The FBI releases the *Preliminary Annual Uniform Crime Report, January–December, 2011*.
May–July	Staff from the CSMU reviews and finalizes statistics for *CIUS, LEOKA,* and *Hate Crime Statistics*. The CSMU's Operations Group disseminates letters to state UCR Program managers providing their states' 2011 violent crime and property crime counts that will be published in *CIUS* and including the timetable for publishing 2012 UCR data.
July	The CSMU's Operations Group disseminates letters to state UCR Program managers requesting missing January–June 2012 data for MIP law enforcement agencies for inclusion in Table 4 of the *Preliminary Semiannual Uniform Crime Report, January–June, 2012*. The letters provide the August 24, 2012, deadline for submitting data to be included in the *Semiannual Report*. Letters will be sent to those state UCR Programs for which no 2012 data have been received informing them of the August deadline. **The deadline to submit January–June 2012 data to the national UCR Program for inclusion in the *Semiannual Report* is Friday, August 24, 2012.**
August and September	The Multimedia Productions Group (MPG) disseminates a UCR *State Program Bulletin* to all state UCR Program managers providing the August deadline for submitting data for all law enforcement agencies for inclusion in the *Semiannual Report*. The CSMU's Operations Group disseminates letters to all state UCR Program managers requesting verification of any January–June 2012 crime totals that indicate significant increases or decreases over the previous years' data and/or verification of any high or low monthly offense count(s) during the 6-month period for MIP agencies. **The deadline to submit January–June 2012 data to the national UCR Program for inclusion in the *Semiannual Report* is Friday, August 24, 2012.**

September	The CSMU's Operations Group disseminates letters to state UCR Program managers: ■ Identifying any missing January–June 2012 data that the FBI has not received by the submission deadline for the *Preliminary Semiannual Uniform Crime Report* to all contributors other than MIP agencies. ■ Seeking follow-up for MIP agencies that did not respond to trend letters. (The Operations Group may opt to contact these agencies via telephone.) ■ Requesting the verification of any January–June 2012 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense count(s) during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data. The FBI releases *CIUS, 2011*.
October	The CSMU's Operations Group disseminates letters to state UCR Program managers: ■ Requesting the verification of any January–June 2012 crime totals that indicate significant increases or decreases over the previous year's data and/or verification of any high or low monthly offense count(s) during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data. ■ Requesting the completion of the police employee counts as of October 31, 2012. The FBI releases *LEOKA, 2011*.
November	The CSMU's Operations Group 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. The UCR program disseminates a UCR *State Program Bulletin* reminding all state UCR Program managers of the **December 14, 2012,** deadline for submitting police employee counts and the **December 31, 2012,** deadline to change an agency's name or address, to add new contributing agencies within the state, or to change an agency's current reporting status. (The CSMU's Operations Group will not assign an Originating Agency Identifier until an agency submits one *Return A* form.) The FBI releases *Hate Crime Statistics, 2011*.

December	**The deadline to submit police employee counts is Friday, December 14, 2012.**
	After the December 14, 2012, deadline, the CSMU's Operations Group will forward letters to state UCR Program managers informing them if the FBI has not received their police employee counts.
	The deadline to change an agency's name or address, to add new contributing agencies within the state, or to change an agency's current reporting status is December 31, 2012.
	The FBI releases the *Preliminary Semiannual Uniform Crime Report, January–June, 2012.*

*All state Programs are encouraged to submit data by established deadlines to ensure that the data are thoroughly reviewed. If publication deadlines cannot be met, agencies should continue to forward data so that these data can be entered into the UCR master data files.

1.3   Options for paperless submissions to the national UCR Program

The national UCR Program has begun the process of eliminating the exchange of paper for crime reporting purposes. Beginning in January 2013, the FBI will no longer accept printed crime report submissions, which includes printed forms approved by the Office of Management and Budget (OMB), scanned images, Portable Document Format files, and nonstandard Excel workbooks. The FBI will not accept any submission format that the UCR Program staff must manually enter.

To assist agencies in the move to electronic submissions, the national UCR Program supports four options. They are:

Option 1: Modern XML Data Specification
Option 1 enables contributors to align their records management systems with new, more flexible interface specifications. The FBI is developing Extensible Markup Language (XML) with interface specifications that comply with the 2.1 National Information Exchange Model (NIEM) and 3.1 Logical Entity Exchange Specifications (LEXS) (both are data standards for information exchange). The specifications will be available for all current data submissions including the Summary Reporting System (SRS), the National Incident-Based Reporting System (NIBRS), LEOKA data, Hate Crime data, and Cargo Theft data. The XML specifications will be forthcoming.

Option 2: Traditional Flat File Data Specification
Option 2 involves contributors adopting the current electronic flat file formats for the SRS, NIBRS, LEOKA, Hate Crime data, and Cargo Theft data. The current specifications are available electronically at <www.fbi.gov/about-us/cjis/ucr>. The national UCR staff is currently updating the specifications to include the offense of Human Trafficking and updated race codes.

Option 3: Online Data Entry for Submitting Agency
Option 3 offers online data entry for the SRS, LEOKA, Hate Crime data, and Cargo Theft data. When the new UCR system is implemented in January 2013, agencies will be able to access a Web data entry tool and enter data directly into the UCR database. This feature will be available to agencies with access to the FBI's leo.gov or cjis.gov domains.

Option 4: FBI-Provided Summary Excel Workbook and Tally Book
Option 4 provides contributors with an Excel Workbook and Tally Book. The UCR Program staff created a Workbook and a Tally Book to collect UCR data in a standard format that can be read and processed by the existing and new UCR system. Both the workbook and tally book are currently available for use. To access the Workbook and Tally Book, agencies should contact their state representative in the CSMU.

Agencies should consider these options carefully. Once an agency chooses a format that best meets its reporting needs and that meets the FBI's requirements, the agency should notify their state representative in the CSMU and inform him or her of its choice. The UCR Program staff will document the agency's selection to ensure compliance with the mandate. Agencies are permitted to change options.

For questions regarding the first three options, agencies should contact Mr. Mark Bush in the CSMU by telephone at (304) 625-3503 or by e-mail at <mark.j.bush@leo.gov>. Agencies with questions about the Workbook or Tally Book should contact their state representative with the CSMU.

1.4   Electronic availability of the UCR *State Program Bulletin*

The UCR Program's UCR *State Program Bulletin* is available electronically in Corel WordPerfect and Microsoft Word formats. State UCR Program managers who wish to receive the UCR *State Program Bulletin* via e-mail must provide their e-mail addresses to the FBI's MPG staff at <cjis_comm@leo.gov> and indicate "UCR *State Program Bulletin*" in the subject line of the e-mail.

Please note that 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 UCR *State Program Bulletin,* as well as previous editions, is also available via the Law Enforcement Online (LEO) Intranet at <https://www.leo.gov/http://leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.htm>. Users with questions concerning access to the LEO should contact the LEO Operations Unit by telephone at (304) 625-5555.

SECTION 2–CLARIFICATION TO POLICY AND PROCEDURES

2.1   Collecting race and ethnicity data in the UCR Program

As of January 1, 2013, the FBI will begin to collect ethnicity data and expand race categories for all data collections in the UCR Program to comply with the ethnicity data and expanded race categories as described in the OMB's 1997 *Revision to the Standards for the Classification of Federal Data on Race and Ethnicity.*

In 1994, in response to the need to reflect the increasing diversity of the population of the United States, the OMB reviewed the racial and ethnic categories used in collaboration with the Interagency Committee in 1997 and released standards for federal data on race. The FBI's UCR Program was granted a temporary variance and changes were held in abeyance until the FBI updated its data submission methods. To conform to the OMB's standards, the FBI issued guidelines on how law enforcement agencies should collect and maintain race and ethnicity data. The revised standards have two categories for data on ethnicity and five minimum categories for data on race. The new categories and their definitions are:

Ethnic Categories (Hispanic or Latino and Not Hispanic or Latino)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Race Categories

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (The term "Native Hawaiian" does not include individuals who are native to the state of Hawaii simply by virtue of being born there.) In addition to Native Hawaiians, Guamanians, and Samoans, this category would include the following Pacific Islander groups reported in the 1990 census: Carolinian, Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Ponapean (Pohnpelan), Polynesian, Solomon Islander, Tahitian, Tarawa Islander, Tokelauan, Tongan, Trukese (Chuukese), and Yapese.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

For agencies that submit crime data via the SRS, race and ethnicity data are collected regarding the victim and offender in the Supplementary Homicide Report (SHR) and the juvenile and adult Age, Sex, Race, and Ethnicity of Persons Arrested (ASR) forms. As a result of the OMB revisions, the UCR Program has modified the ASR forms to capture the expanded race categories and also added the ethnicity categories. Because the reporting agency fills in the race and ethnicity of the murder victim and offender (rather than checking the appropriate box), it was not necessary for the national UCR Program to change the SHR form.

For agencies that submit crime data via the NIBRS, the entry requirements, error messages, and programming changes to collect the ethnicity and expanded race data follow. New and revised information relating to race and ethnicity are shown in **bold.**

DATA ELEMENTS AND DATA VALUES

8A Bias Motivation

Race:
        11 = Anti-White
        12 = Anti-Black **or African American**
        13 = Anti-American Indian **or Alaska Native**
        14 = **Anti-Asian**
        15 = Anti-Multiple Races, Group
        16 = Anti-Native Hawaiian or Other Pacific Islander

Ethnicity:
        32 = **Anti-Hispanic or Latino**
        33 = **Anti-Not Hispanic or Latino**

28 Race (of Victim)

        W = White
        B = Black **or African American**
        I = American Indian **or Alaska Native**
        A = **Asian**
        P = Native Hawaiian or Other Pacific Islander
        U = Unknown

29 Ethnicity (of Victim)

        H = Hispanic or Latino
        N = Not Hispanic or Latino
        U = Unknown

39 Race (of Offender)

    W = White
    B = Black **or African American**
    I = American Indian **or Alaska Native**
    A = **Asian**
    P = Native Hawaiian or Other Pacific Islander
    U = Unknown

39A Ethnicity (of Offender) (this is a new data element for 2013)

    H = Hispanic or Latino
    N = Not Hispanic or Latino
    U = Unknown

49 Race (of Arrestee)

    W = White
    B = Black **or African American**
    I = American Indian **or Alaska Native**
    A = **Asian**
    P = Native Hawaiian or Other Pacific Islander
    U = Unknown

50 Ethnicity (of Arrestee)

    H = Hispanic or Latino
    N = Not Hispanic or Latino
    U = Unknown

DATA SUBMISSION SPECIFICATIONS

Level 4—Victim Segment

DATA ELEMENT	RECORD POSITION	FORMAT	DESCRIPTION
28	77	A1	RACE (OF VICTIM)
			Data Values: W, B, I, A, **P,** and U
29	78	A1	ETHNICITY (OF VICTIM)
			Data Values: H, N, and U

Level 5—Offender Segment

DATA ELEMENT	RECORD POSITION	FORMAT	DESCRIPTION
39	45	A1	RACE (OF OFFENDER)
			Data Values: W, B, I, A, **P,** and U
39A	**46**	**A1**	**ETHNICITY (OF OFFENDER)**
			Data Values: H, N, and U

Level 6—Arrestee Segment

DATA ELEMENT	RECORD POSITION	FORMAT	DESCRIPTION
49	76	A1	RACE (OF ARRESTEE)
			Data Values: W, B, I, A, **P,** and U
50	77	A1	ETHNICITY (OF ARRESTEE)
			Data Values: H, N, and U

Level 7—Group B Arrest Report Segment

DATA ELEMENT	RECORD POSITION	FORMAT	DESCRIPTION
49	63	A1	RACE (OF ARRESTEE)
			Data Values: W, B, I, A, **P,** and U
50	64	A1	ETHNICITY (OF ARRESTEE)
			Data Values: H, N, and U

2.2   Clarification regarding drug types

In the NIBRS Volume 1: *Data Collection Guidelines* (August 2000), Data Element 20 (Suspected Drug Type), lists the drug Pentazocine under O = Other Depressants and lists the drug Propoxyphene (also known as Darvon) under P = Other Drugs.

However, the FBI's Laboratory Division has advised the national UCR Program staff that agencies that use the NIBRS should report both drugs as H = Other Narcotics. In the Summary Program, agencies should classify the drugs as Synthetic Narcotics on the ASR forms.

Pentazocine

Pentazocine, a synthetically prepared narcotic analgesic, is used to treat moderate to severe pain. Side effects are similar to those of Morphine, but Pentazocine may be more likely to cause hallucinations. Pentazocine is usually combined with other drugs to produce a euphoric sensation.

When combined with other drugs, common street names are Kibbles & Bits, Sets, T's and B's, tease and bees, tease and blues, tease and pies, Teddies and Bettys, tops and bottoms, or tricycles and bicycles.

Propoxyphene (Darvon)

Propoxyphene is the generic drug name; Darvon is the brand name. It is also a narcotic analgesic to decrease pain. When taken, the drug acts as a depressant on the body's central nervous system to produce a sense of euphoria. It is available in tablet, capsule, and liquid form. The drug's side effects are similar to feeling drunk.

Common street names are Pinks, Footballs, Yellow Footballs, 65's, and N's.

Methcathinone

Also, the national UCR program staff has received questions about the proper classification of the drug Methcathinone. Methcathinone, a stimulant that is an inexpensive substitute for Methamphetamine, is a dangerously addictive drug.

The drug, which can be easily manufactured in home kitchens, consists of ephedrine or pseudoephdrine (found in some over-the-counter asthma and cold medications), acetone, muriatic acid, sulfuric acid, lye, sodium hydroxide, drain cleaner, battery acid, and toulene. Slang or street names for Methcathinone include Bathtub speed, Cadillac express, Cat, Ephedrone, Gagers, Gaggers, Goog, Jeff, Mulka, Speed, The C, Wild cat, and Wonder star.

Methcathinone is a white or off-white crystalline powder that is sold in a water-soluble salt form. It is most commonly snorted, but it can be taken orally by mixing it with a beverage or diluted with water and injected intravenously.

Short-term effects of Methcathinone are increased heart rate, increased breathing, a feeling of euphoria, loss of appetite, increased alertness, dilated pupils, and slightly elevated body temperature. Acute intoxication at higher doses could result in insomnia, tremors and muscle twitching, fever, headaches, convulsions, irregular heart rate, anxiety, restlessness, paranoia, hallucinations, and delusions.

For those agencies that report data via the NIBRS, Methcathinone should be reported as L = Amphetamines/Methamphetamines under Data Element 20 (Suspected Drug Type).

For those agencies that report data via the SRS, Methcathinone should be reported as Other–Dangerous Nonnarcotic Drugs on the ASR forms.

Dronabinol (Marinol)

Dronabinol is the generic name; Marinol is the brand name. It is the man-made form of tetrahydrocannabinol (also known as THC), the active natural substance found in marijuana. It is primarily found in a spherical, maroon-colored pill labeled with the letters RL.

Marinol affects the central nervous system and can impair thinking and reactions. The effects of the drug are mood changes, anxiety, confusion, and warmth or tingly feelings. The drug is used to treat the loss of appetite in people with AIDS and to treat severe nausea and vomiting caused by chemotherapy.

For those agencies that report data via the NIBRS, Marinol should be classified as K = Other Hallucinogens under Data Element 20 (Suspected Drug Type).

For those agencies that report data via the SRS, Marinol should be reported as Other–Dangerous Nonnarcotic Drugs on the Age, Sex, and Race forms.

Agencies with questions should contact the Training and Systems Education Unit at (888) 827-6427.