



# UCR Program

## Criminal Justice Information Services Division

### Program News

FEBRUARY 2018

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State Program managers are encouraged to share the information in this document with their local agencies.

## Section 1— Message to Program Participants

### Data deadlines for 2018

State Uniform Crime Reporting (UCR) Program managers and direct contributors should note the following deadlines for data to be received by the FBI’s Crime Statistics Management Unit (CSMU). State Program managers should also inform their local agencies of these deadlines.

**Note:** All state programs and direct contributors must submit data by established deadlines for publication. Although data received after the deadlines will not be published in the annual report(s), agencies are encouraged to forward the data for inclusion in the UCR Program’s master data files.

Date	Information needed
March 19, 2018	<p>Deadline to submit data for inclusion in the 2017 editions of <i>Crime in the United States (CIUS)</i>, <i>Law Enforcement Officers Killed and Assaulted (LEOKA)</i>, <i>Hate Crime Statistics</i>, and <i>National Incident-Based Reporting System (NIBRS)</i>.</p> <p>State UCR Program managers and direct contributors should note:</p> <ul style="list-style-type: none"><li>❖ For agencies to be published in Tables 6-9 of <i>CIUS, 2017</i>, CSMU <b>must</b> receive 12 months of complete data by the deadline.</li><li>❖ State totals presented in <i>LEOKA, 2017</i>, concerning the number of officers assaulted will include those law enforcement agencies for which CSMU receives both 12 months of officer assault data <b>and</b> police employee counts.</li><li>❖ The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14 of <i>Hate Crime Statistics, 2017</i>.</li><li>❖ For agencies to be published in the Offense Type by Agency Tables in <i>NIBRS, 2017</i>, CSMU must receive 12 months of complete NIBRS data <b>and</b> the agency must have been published in Tables 6-9 of <i>CIUS</i>.</li></ul>
September 10, 2018	Deadline to submit January through June 2018 data for inclusion in the <i>Preliminary Semiannual Uniform Crime Report, January–June, 2018</i> .
December 17, 2018	Deadline to submit police employee counts as of October 31, 2018.

**December 31, 2018**

Deadline for making changes to an agency’s current reporting status, name, or address and for state Program managers to add new contributing agencies within the state.

## **Timetable for 2018 UCR data processes**

The following timeline provides state CJIS Systems Officers (CSOs), state UCR Program managers, and direct contributors with information regarding UCR Program crime data. All direct contributors and state Program managers are encouraged to submit data by established deadlines to ensure data are thoroughly reviewed and verified. If publication deadlines cannot be met, agencies should continue to forward data so these data can be entered in the UCR master data files. (Please note, the 2017 crime data will come from the UCR Program’s legacy system.)

***CIUS, 2017***

***LEOKA, 2017***

***Hate Crime Statistics, 2017***

***NIBRS, 2017***

***Cargo Theft, 2017***

***Human Trafficking, 2017***

***Preliminary Semiannual UCR, January–June, 2018***

<b>Month</b>	<b>Work process</b>
<b>February 2018</b>	<p>CSMU sends e-mails to direct contributing agencies and state UCR Program managers:</p> <ul style="list-style-type: none"><li>❖ Requesting verification of any 2017 January–December crime totals that indicate significant increases or decreases compared with the previous year’s data and/or verification of any high/low monthly offense count during the 12-month period.</li><li>❖ Identifying any 2017 January–December data, by agency and month that have not been received.</li></ul>
<b>March 2018</b>	<p>CSMU sends e-mails to direct contributing agencies and state UCR Program managers:</p> <ul style="list-style-type: none"><li>❖ Identifying any 2017 January–December data, by agency and month that have not been received.</li><li>❖ Requesting verification of any 2017 January–December crime totals that indicate significant increases or decreases from the previous year’s</li></ul>

data and/or verification of any high/low monthly offense counts during the 12-month period.

- ❖ Providing 2017 population estimates for agencies within their states.

The data submissions deadline for inclusion in the 2017 editions of *CIUS*, *LEOKA*, *Hate Crime Statistics*, and *NIBRS* is **March 19, 2018**. This deadline includes cargo theft and human trafficking data. This is the final deadline for inclusion in these publications. Questionable data will not be included in the publications, but all data may be published in the Crime Data Explorer (CDE).

Notes:

- ❖ *CIUS, 2017*–For agencies to be published in Tables 6–9, CSMU must receive 12 months of complete data by the March 19 deadline.
- ❖ *LEOKA, 2017*–State totals presented regarding the number of officers assaulted will include only those law enforcement agencies for which CSMU receives **both officer assault data and police employee counts** for all 12 months.
- ❖ *Hate Crime Statistics, 2017*–The number of quarters in which an agency reported hate crime data will be published in Tables 13 and 14.
- ❖ *NIBRS, 2017*–For agencies to be included in the Offense Type by Agency Tables, CSMU must receive 12 months of complete NIBRS data, and the agency’s data must have been published in Tables 6–9 of *CIUS*.

<p><b>April 2018</b></p>	<p>CSMU sends e-mails to agencies/state UCR Program managers providing a list of incomplete agencies as well as 2017 January–December crime totals/<i>Return A</i> and <i>NIBRS Record Cards</i> for all law enforcement agencies that submitted 12 months of complete data.</p>
<p><b>May–July 2018</b></p>	<p>CSMU sends e-mails to each direct contributor and state UCR Program manager providing his or her state’s 2017 violent crime and property crime counts that will be published in <i>CIUS</i>. The e-mail will include the 2018 publication timetable.</p> <p>CSMU reviews for data quality and finalizes <i>CIUS</i>, <i>LEOKA</i>, <i>Hate Crime Statistics</i>, and <i>NIBRS</i> for publication.</p>
<p><b>August 2018</b></p>	<p>CSMU sends e-mails to each direct contributor and state UCR Program manager requesting missing 2018 January–June data for Most in Population (MIP) law enforcement agencies for inclusion in Table 4 of the <i>UCR Semiannual Report, January–June, 2018</i>. The e-mails remind contributors of the <b>September 10, 2018</b>, deadline for submitting data to be included in the <i>UCR Semiannual Report, January–June, 2018</i>.</p>

	<p>CSMU sends e-mails requesting verification of any 2018 January–June crime totals that indicate significant increases or decreases compared with the previous year’s data and/or verification of any high/low monthly offense counts during the 6-month period for MIP agencies.</p>
<p><b>September 2018</b></p>	<p>The deadline for submitting 2018 January–June data to the national UCR Program for inclusion in the <i>UCR Semiannual Report, January–June, 2018</i>, is September 10, 2018.</p> <p>CSMU sends e-mails:</p> <ul style="list-style-type: none"> <li>❖ Identifying, by law enforcement contributor, any 2018 January–June data that have not been received by the <b>September 10, 2018</b>, deadline for inclusion in the <i>UCR Semiannual Report, January–June, 2018</i>.</li> <li>❖ Seeking follow-up from those agencies that did not respond to trend inquiries for MIP agencies. (The Operations Group may opt to contact these managers via telephone.)</li> <li>❖ Requesting verification of any 2018 January–June crime totals that indicate significant increases or decreases from the previous year’s data and/or verification of any high/low monthly offense counts during the 6-month period for all contributors other than MIP agencies that submitted 3 or more months of data.</li> <li>❖ Requesting any missing or corrected 2017 data in preparation for closing of the 2017 master files in December.</li> </ul>
<p><b>October 2018</b></p>	<p>CSMU sends e-mails requesting the completion of information on current year’s police employee counts as of October 31, 2018. The deadline for submitting these data is <b>December 17, 2018</b>.</p> <p>The Multimedia Productions Group disseminates a <i>UCR Program Quarterly</i> newsletter reminding all agencies/state UCR Program managers of the <b>December 31, 2018</b>, deadline for making changes to an agency’s current reporting status, name/address, or for adding new contributing agencies within the state. (Assignment of an Originating Agency Identifier [ORI] for a new contributing agency will not be made until the agency submits one month of Return A data.)</p>
<p><b>November 2018</b></p>	<p>CSMU sends e-mails to state UCR Program managers:</p> <ul style="list-style-type: none"> <li>❖ Requesting review of the Population-by-County printout to verify current reporting status of each agency and to identify any new agency contributors.</li> <li>❖ Inquiring about police employee data that are missing or that require the state UCR Program manager’s review.</li> </ul>

**December  
2018**

The deadline for the 2017 police employee counts to be submitted to CSMU is **December 17, 2018**.

Prior to the **December 17, 2018**, deadline, CSMU sends e-mails to remind direct contributors and state UCR Program managers that have not submitted police employee counts that the FBI has not received their police employee counts and inquires about police employee data that require state UCR Program manager's review.

The deadline for making changes to an agency's current reporting status, name/address, or for adding new contributing agencies within the state is **December 31, 2018**.

In December 2018, CSMU staff creates the 2017 master files for summary and incident-based data; therefore, no additional 2017 data submissions will be processed.

## **Funding deadline for the National Crime Statistics Exchange initiative**

The UCR Program and the Bureau of Justice Statistics (BJS) partnered on the National Crime Statistics Exchange (NCS-X) initiative to fund select state UCR Programs and a sample of 400 NCS-X agencies to transition to NIBRS by January 1, 2021.

Select state programs and agencies are eligible to apply for funding for the transition through the release of two solicitations in 2018. The tentative dates for those solicitations are in April and July 2018.

Funding for the NCS-X initiative ends in December 2018.

Agencies with questions about the NCS-X and the solicitations should contact the UCR Program Office at 304-625-9999 or at <ucr-nibrs@fbi.gov> or contact BJS at <www.bjs.gov>.

## Results of the Advisory Policy Board meeting in December

In early December 2017, the CJIS Advisory Policy Board (APB) met in Oklahoma City, Oklahoma, and passed five motions regarding the UCR Program. The following motions will be implemented pending approval from FBI Director Christopher Wray:

- ❖ Modify the embargo policy for the release of UCR Program data
- ❖ Add UCR offenses to federal crime reporting in NIBRS
- ❖ Use judicial districts for federal agencies to report NIBRS incidents to the UCR Program
- ❖ Expand the UCR Program's police employee collection
- ❖ Review the UCR Program's definition of a law enforcement officer

### Modify the embargo policy for the release of UCR Program data

In the past, the national UCR Program embargoed its data to prevent the premature release of data before it was made available to data contributors and to the public. However, with the creation of the CDE, the APB recommended the national UCR Program to no longer embargo data. This allows for the most frequent possible updates to the CDE. During the spring of 2018, the FBI will work with local, state, tribal, federal, and academic representatives to develop standards on:

- ❖ the frequency of data submission.
- ❖ the frequency of the release of data.
- ❖ what data elements will be collected and released.
- ❖ what caveats concerning the data will be released.

### Add UCR offenses to federal crime reporting in NIBRS

The APB voted to add 21 Group A offense codes and two Group B offense codes in NIBRS for tribal and federal reporting. The Group A offense codes are:

Offense code number	Offense name	Crime Against	Definition
26H	Money Laundering	Property	The process of transforming the profits of a crime into a legitimate asset.
36C	Failure to Register as a Sex Offender	Society	The failure to register or update a registration as required as a sex offender.
101	Treason	Society	The crime of betraying one's country, especially by attempting to kill the sovereign or overthrow the government.

<b>Offense code number</b>	<b>Offense name</b>	<b>Crime Against</b>	<b>Definition</b>
103	Espionage	Society	The practice of spying or using spies, typically by governments to obtain political and military information.
301	Illegal Entry into the U.S.	Society	To attempt to enter the U.S. at any time or place other than as designated; or eludes examination/inspection by immigration officers.
302	False Citizenship	Society	Whoever falsely and willfully represents themselves to be a citizen of the U.S.
303	Smuggling Aliens	Society	When a person knowingly encouraged, induced, assisted, abetted, or aided another person to enter, or try to enter, the U.S.
304	Re-entry After Deportation	Society	Individual who enters, attempts to enter, or has been found in the U.S. after being removed, excluded, deported, or has departed the U.S. while an order of removal, exclusion, or deportation is outstanding.
399	Other Immigration Violations	Society	All other immigration violations.
490	Fugitive (Harboring Escapee/ Concealing from Arrest)	Society	Harboring or concealing any person for whose arrest a warrant or process has been issued under the provision of any law of the U.S. to prevent his/her discovery and arrest. This includes any prisoner after his/her escape from the custody of the Attorney General, or from a federal penal or correctional institution.
499A	Fugitive (Flight to Avoid Prosecution)	Society	Moving or traveling in interstate or foreign commerce with intent to avoid prosecution, custody, confinement, or to avoid giving testimony in any criminal proceedings.
499B	Fugitive (Flight to Avoid Deportation)	Society	Moving or traveling in interstate or foreign commerce with intent to avoid deportation.
500	Perjury	Society	The offense of willfully telling an untruth in a court after having taken an oath of affirmation.



<b>Offense code number</b>	<b>Offense name</b>	<b>Crime Against</b>	<b>Definition</b>
520A	Firearm (Violation of the National Firearm Act of 1934)	Society	The violation of federal laws prohibiting the manufacture, importation, sale, purchase, transfer, possession or interstate transportation of unregistered (non-tax paid) weapons including machineguns, firearm mufflers or silencers, short barreled rifles, short barreled shotguns, destructive devices, and any other weapons defined at 26 USC §5845 – Definitions.
520B	Weapons of Mass Destruction	Society	The violation of federal laws prohibiting the unlawful use, attempted use, conspiracy to use, or use of interstate travel or facilities in furtherance of the use of a weapon of mass destruction as defined at 18 USC §2332a – Use of weapons of mass destruction.
526	Explosives	Society	The violation of federal laws prohibiting the manufacture, importation, sale, purchase, transfer, possession, unlawful use, interstate transportation, or improper storage of explosives as defined at 18 USC §841(c).
580	Import Violations	Property	Any individual who knowingly or willfully, with intent to defraud the U.S., smuggles, imports, or clandestinely introduces, or attempts to smuggle, import, or clandestinely introduce, merchandise that should have been invoiced, received, bought, sold, or facilitates the transportation, the concealment, or sale of such merchandise after importation.
581	Export Violations	Property	Any individual who knowingly or willfully, with intent to defraud the U.S., smuggles, exports, or clandestinely distributes, or attempts to smuggle, export, or clandestinely distribute, merchandise that should have been invoiced, received, bought, sold, or facilitates the transportation, the concealment, or sale of such merchandise after exportation.
610A	Federal Liquor Offenses	Society	The violation of federal laws prohibiting the production, importation, distribution, transportation, sale, purchase, or possession of non-tax paid distilled spirits, wine, or beer, and the equipment or devices utilized in their preparation.

Offense code number	Offense name	Crime Against	Definition
610B	Federal Tobacco Offenses	Society	The violation of federal laws prohibiting the production, importation, distribution, transportation, sale, purchase, or possession of non-tax paid tobacco products.
620	Wildlife Tracking	Society	Violations of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), which regulates exports, imports, and re-exports of wildlife.

The Group B offense codes are:

Offense code number	Offense name	Crime Against	Definition
90K	Bond Default/Failure to Appear	Society	The failure to appear in court without a satisfactory excuse, after bond has been set.
90L	Federal Resource Violations	Society	Crimes related to the damage or destruction of the nation's natural resources including land, mineral, air, or water such as the violation of any Act regarding national parks, national monuments, or any nature resource covered by the jurisdiction of federal agencies such as The Lacey Act, Antiquities Act, Wilderness Act, National Historic Preservation Act, etc.

### **Use judicial districts for federal agencies to report NIBRS incidents to the UCR Program**

The national UCR Program will create a new data element in the Administrative Segment of NIBRS to capture the judicial district code for federal agencies to report the location of a NIBRS incident. The proposed data element will be 1A. Federal agencies report the location of an offense in NIBRS using Data Element 9 (Location Type). However, many federal law enforcement agencies do not operate within the context of a jurisdictional boundary; thus, APB recommended the creation of a new data element to capture the judicial district code of the location of an incident.

### **Expand the UCR Program's police employee collection**

The national UCR Program will add the ability to capture information on recorded police contacts with the public to its annual police employee data collection. The collection should include the ability to discern the most common types of calls for service or officer-initiated actions that are

recorded by the agency in a computer-aided dispatch system or other similar record-keeping system. The collection should also include the ability to capture the information on recorded police contacts with the public on an annual basis.

The definition of police contact is: "A police contact is considered an incident or occurrence where a law enforcement officer is called to respond to a scene by a citizen, or initiates an activity which results in contact with a citizen." This count does not need to include the total number of people encountered at the incident.

The following paragraph and table will be included in the police employee report:

Please provide a count of the following types of recorded police contacts with the public by officers employed by your agency. All counts should include contacts from January 1 to December 31 of the calendar year.

Category	Call/Request/Individuals on the Docket Count
Citizen calls for service	<input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable
Unit/officer-initiated contacts	<input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable
Court/Bailiff Activities	<input type="checkbox"/> Actual <input type="checkbox"/> Estimated <input type="checkbox"/> Not available <input type="checkbox"/> Not applicable

**Review the UCR Program’s definition of a law enforcement officer**

Currently, the national UCR Program defines a law enforcement officer as “individuals who ordinarily carry a firearm and badge, have full arrest powers, and are paid from governmental funds set aside specifically for sworn law enforcement representatives.”

However, the APB voted to change the UCR Program’s definition of a law enforcement officer as it pertains to the phrases “public governmental law enforcement agency” and “paid for from government funds” and to expand the criteria and exclusions to the LEOKA Program. (Expanded information is in bold.)

The term law enforcement officer will be “All local, county, state, tribal, and federal law enforcement officers (such as municipal, county, police officers, constables, state police, highway patrol, sheriffs, their deputies, federal law enforcement officers, marshals, special agents, etc.) who are sworn by their respective **authorities** to uphold the law and to safeguard the rights, lives and property of **individuals**. They must have **statutory** arrest powers and be **members of a law enforcement agency** organized **and funded** for the purposes of keeping order and for preventing and detecting crimes, and apprehending those responsible.”

The criteria for the LEOKA Program will expand to include those who:

- ❖ Wear/carry a badge (ordinarily)
- ❖ Carry a firearm (ordinarily)
- ❖ Are duly sworn and had full arrest powers
- ❖ **Are members of a law enforcement agency**
- ❖ Are acting in an official capacity, whether on or off duty, at the time of an incident
- ❖ If killed, the deaths are directly related to the injuries received in the incident

An exception to these criteria includes individuals who are killed or assaulted while acting in a law enforcement capacity at the request of a law enforcement agency whose officers meet the LEOKA criteria.

Deaths resulting from the following are not included in the LEOKA Program’s statistics:

- ❖ Natural causes, such as heart attack, stroke, aneurism, etc.
- ❖ On duty, but death is attributed to their own personal situation such as domestic violence, neighbor conflict, etc.
- ❖ Suicide

Examples of job positions not typically included in the LEOKA Program’s statistics (unless they meet the above exception) are:

- ❖ Corrections/correctional officers
- ❖ Bailiffs
- ❖ Probation/parole officers
- ❖ Federal judges
- ❖ U.S. and Assistant U.S. Attorneys
- ❖ Bureau of Prisons officers
- ❖ Private security officers

Agencies with questions should contact their respective state’s representative in CSMU.

## Items from the Association of State Uniform Crime Reporting Program meeting in November

In November 2017, the Association of State Uniform Crime Reporting Program (ASUCRP) held its annual conference in Stowe, Vermont. Staff from the national UCR Program updated state representatives and vendors on the NIBRS transition, the use of Extensible Markup Language (XML) to report crime data, the CDE, and the National Use-of-Force Data Collection. State program managers are asked to convey the following information to their agencies:

- ❖ The national UCR Program will collect data submitted only via NIBRS as of January 1, 2021. After that date, the FBI will not accept crime data via the Summary Reporting System (SRS). As of January 1, 2021, agencies must submit LEOKA data, hate crime data, cargo theft data, human trafficking data, and the National Use-of-Force Data Collection data via NIBRS. National staff will no longer accept SRS data after this date.
- ❖ Personnel from local agencies are encouraged to familiarize themselves with members of the APB and CSOs in their respective states. Each state's CSO is listed in the UCR State Program Directory, which is available on the UCR Program's Special Interest Group (SIG) on the Law Enforcement Enterprise Portal (LEEP).

A list of the APB representatives is available at <<https://www.facadatabase.gov>>, then clicking on:

- ❖ Agencies
  - ❖ Department of Justice
  - ❖ Criminal Justice Information Services Division Advisory Policy Board
  - ❖ Committee Members
- 
- ❖ The national program staff recommend that agencies track the dates they begin to submit data via the NIBRS. If an agency submits SRS data after its NIBRS start date, the agency will receive an error message that states, UCR\_CSMU\_PLACEHOLDER\_SRS\_SUBMISSION\_AFTER\_NSD (2051, "CSMU PLACEHOLDER FOR SRS SUBMISSION AFTER NIBRS START DATE", "UCR2051").

Agencies with questions should contact their respective state's representative in CSMU.

## NIBRS state certification requirements

Effective January 1, 2021, the national UCR Program will accept crime data submitted only via NIBRS. However, the national UCR Program must certify law enforcement agencies and state UCR programs before they are permitted to submit NIBRS data for publication and inclusion in the national database. To be NIBRS certified means the data submitted during the NIBRS certification process was consistent with national UCR Program standards.

To become certified, agencies and state programs must submit incident-based data for six consecutive months and meet the following criteria:

- ❖ Provide evidence its NIBRS reporting system is compatible with the national UCR Program's system and follows NIBRS technical specifications. The direct contributor or state program must provide a description of its incident-based system that includes: the structure of system, crime categories, segment relationships, number of offenses collected per incident, and data values allowed per data element. The national UCR program ensures that the agency or state reports each of the 58 data elements along with each of the 52 offense categories.
- ❖ Demonstrate its ability to meet deadlines, respond to FBI queries and requests, and update and correct submissions as requested by the national UCR Program in a timely manner.
- ❖ Maintain, at a minimum, a 2-year database of NIBRS submissions with the ability to update incidents from previous years.
- ❖ Sustain an error rate of 4 percent or less for three separate, consecutive data submissions. The FBI defines the error rate as the number of rejected reports over the number of reports submitted. The applicable errors are included in the *NIBRS Technical Specification*.
- ❖ Submit logical and consistent data. The FBI measures logic by the percentage of Group A Incident Report submissions containing an error.
- ❖ Submit data submissions that are statistically reasonable as a whole (in comparison to national trends). The FBI requires at least six consecutive months of data for statistical reasonableness review; the national program reviews data in both NIBRS format and data that were converted from SRS. The national program evaluates aggregate data submissions in terms of percent distribution, data trend, volume, and monthly fluctuations.
- ❖ Demonstrate the agency or state program can report LEOKA data, cargo theft data, hate crime data, human trafficking data, animal cruelty data, zero reports (for smaller contributors), Group B arrests, and all new initiatives.

Agencies and state programs must comply with, at a minimum, version 3.0 of the *NIBRS Technical Specification*. The national UCR Program suggests that agencies, if possible, submit NIBRS data

using XML. Guidance on submitting data via XML is available in the *National Incident-Based Reporting System Information Exchange Package Documentation (IEPD), 4.2 Master Documentation*.

Once an agency or state has been NIBRS certified, it must maintain its data quality standards and an error rate of 4 percent or less. If an agency or state makes significant enhancements or replaces its records management system, it must go through the NIBRS certification process again to become recertified.

The *NIBRS Technical Specification* and the *IEPD* are available online at <<https://ucr.fbi.gov/technical-specifications>>. In addition, the two-page document *Processes and Procedures of NIBRS Certification* is available online at <<https://ucr.fbi.gov/processes-and-procedures-of-nibrs-certification>>.

Agencies with questions about the certification process should contact <[ucr-nibrs@fbi.gov](mailto:ucr-nibrs@fbi.gov)>.

## **New point of contact for animal cruelty data**

Amanda D. Shaffer has been named the point of contact for animal cruelty submissions. She may be contacted at 304-625-7306 or at <[adshaffer@fbi.gov](mailto:adshaffer@fbi.gov)>.

## **Electronic availability of the *UCR Program Quarterly***

All editions of the *UCR Program Quarterly* are available via the UCR Program's SIG of LEEP.

To access the *UCR Program Quarterly* on the UCR Program's SIG:

- ❖ Click on the LEO SIG under the Service column.
- ❖ Scroll to the bottom of the page and click on the UCR logo.
- ❖ Click on the UCR Program Quarterly folder.

Users with questions concerning access to LEEP should contact the Online Services and Operations Unit by telephone at 304-625-5555.

## Section 2— Clarification to Policy and Procedures

### **Workbook and Tally Book to be discontinued**

Beginning in January 2013, agencies were no longer permitted to submit crime data to the national UCR Program using printed crime report submissions, scanned images, Portable Document Format files, or nonstandard Excel workbooks.

To assist agencies with the transition to paperless submissions, in July 2013, the UCR Program implemented an Excel Workbook and Tally Book for SRS agencies to use to submit crime data to the national program. This submission process was a temporary process to give agencies and states additional time to modify record keeping systems to comply with the paperless mandate.

However, beginning on January 1, 2021, the national UCR Program will accept only crime data submitted that complies with at least version 3.0 of the *NIBRS Technical Specification*, which is available online at <<https://ucr.fbi.gov>>. If an agency submits crime data using an Excel Workbook or Tally Book after January 1, 2021, the national UCR Program staff will reject the data and return the submission to the contributing agency.

To assist agencies transition from the Excel Workbook and Tally Book to NIBRS, technical specifications on the various data collections, including NIBRS, cargo theft, and hate crime, are available online at <<https://ucr.fbi.gov/technical-specifications>>.

Agencies with questions should contact their respective state's representative in CSMU.

### **New type code in the Supplementary Homicide Report**

When the technical refreshment of the UCR Program is complete, agencies that submit data via the SRS will be able to delete an erroneous Supplementary Homicide Report (SHR) using a code type of 16 in the SHR field edit specification.

Currently, if an agency that submits SRS data needs to delete an SHR record (for example, if a death with questionable circumstances is later deemed to be a suicide), programmers at the CJIS Division must delete the record. However, once the technical refreshment is complete, SRS agencies will be able to remove SHR records by using a code type of 16 (a delete record) in positions 13 and 14 of the SHR field length specifications.



Positions 13 and 14 of the SHR indicate the type of record. Valid record types are:

- ❖ 00—indicates a normal return.
- ❖ 13—indicates an adjusted record.
- ❖ 14—indicates a no-report record.
- ❖ 16—indicates a delete record [this will not take effect until the UCR technical refreshment is complete].

Currently, to delete a record in the SHR, the agency must send the following fields to the national UCR Program staff:

- ❖ Record indicator
- ❖ Agency
- ❖ Date
- ❖ Type of record
- ❖ Type of homicide
- ❖ Victim/offender situation (the alphabetic code that indicates the number of victims and offenders)
- ❖ Additional offenders
- ❖ Incident number

The change noted above affects only those agencies that submit SHR data to the national UCR Program via SRS. This change does not affect those agencies that submit crime data via NIBRS, which already allows agencies to delete records without the assistance of the national UCR Program staff.

### **Some clarification notes about when to use a type 13 (adjusted record) and when to use a type 16 (delete record)**

An agency should use a type 16 (delete record) only to remove an incident that was erroneously reported. For example, an agency reported a homicide that involved two victims, but each victim's information was erroneously submitted as two separate incidents with two different incident numbers. In this case, the agency should adjust the record by using the first incident number and type 13 (adjusted record) to indicate the adjustment (adding the second homicide victim's information) and using the second incident number and type 16 (delete record) to delete the erroneous second incident.

In addition, agencies are not permitted to send two actions for the same incident within a submission. For example, an agency is not permitted to submit both a type 13 (adjusted record) and a type 16 (delete record) for the same incident in the same submission. In this case, the

agency should submit two records—one to indicate an adjustment to a record and one to delete an erroneous record.

Agencies that attempt to use a type 16 record to delete an incident and then resubmit the record within the same submission file will receive an error code of SHR\_M. The error message will say SHR DUPLICATE INCIDENT NUMBER FOR MONTH WITH MIXED RECORD TYPE.

Agencies should not modify an incident in the SRS by deleting the record and then resubmitting it. Agencies should modify incidents through the type 13 record.

Agencies with questions about the type 13 and type 16 record should contact <crimestatsinfo@fbi.gov>.

## **Trainer talk**

The CJIS Division supports the transition of all agencies to submit crime data via NIBRS. Because of this, effective October 1, 2016, CJIS Division trainers began focusing their efforts on NIBRS and are no longer providing live training on SRS. However, the UCR Program has furnished computer-based training on the basics of SRS, which is available on LEEP. In addition, the trainers will continue to answer SRS-related questions via e-mail and facsimile.

Each quarter, Trainer Talk features questions that the trainers from the national UCR Program have received about classifying and scoring offenses in UCR. The trainers answer questions for both NIBRS and SRS. The information they provide is for UCR Program reporting purposes and may not reflect the manner in which an offender(s) is charged. When requesting the classification and scoring of incidents, law enforcement agencies and state program personnel are asked to provide the entire incident report so that the UCR trainers can provide the most accurate assessment. Agencies may submit incident reports by e-mail to <UCRtrainers@leo.gov> or by facsimile to 304-625-5599. Agency staff with questions should contact the trainers' e-mail at <UCRtrainers@leo.gov>.

### **Question**

How should an agency classify and score threats made on social media?

### **Answer**

NIBRS agencies: Threats where no weapon(s) were used, whether in person or on social media, are considered to be intimidation, offense code 13C, which is defined as "To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical

attack.” (Page 22 of the *National Incident-Based Reporting System User Manual*, Version 2.2, dated November 1, 2017) This could be done through texting, e-mail, telephone call, social media (such as Facebook, Instagram, Twitter, etc.) or in person. The key to classifying intimidation is putting the individual in reasonable fear of bodily harm but without displaying a weapon. If a weapon is displayed, the agency should classify and score the event as aggravated assault (offense code 13A). If an agency reports an intimidation, the agency must report the victim type as I = Individual or L = Law Enforcement Officer in Data Element 25 (Type of Victim).

SRS agencies: Agencies should report intimidation as Other Assaults—Simple, Not Aggravated (4e), on the *Return A* report. Other Assaults—Simple, Not Aggravated is defined on page 160 of the *Summary Reporting System (SRS) User Manual*, Version 1.0, dated June 20, 2013, as “An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.”

### **Question**

When does intimidation become a simple or aggravated assault?

### **Answer**

NIBRS agencies: Intimidation is defined as “To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.” (Page 22, *National Incident-Based Reporting System User Manual*, Version 3.2, dated November 1, 2017)

Simple assault is defined as “An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.” (Page 22, *National Incident-Based Reporting System User Manual*, Version 3.2, dated November 1, 2017)

Aggravated assault is “An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.” (Page 21, *National Incident-Based Reporting System User Manual*, Version 3.2, dated November 1, 2017)

An intimidation becomes a simple assault if the offender does not display a weapon and the victim does not suffer severe or bodily injury. An intimidation becomes an aggravated assault

when the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury.

According to page 21 of the *National Incident-Based Reporting System User Manual, Version 3.2*, dated November 1, 2017, "The weapons used or the extent of the injury sustained typically will be the deciding factors in distinguishing Aggravated from Simple Assault." In addition, on the same page in the manual, it states, "By definition, there can be no attempted assaults, only completed assaults. Therefore, reporting agencies must enter the data value of C = Completed for all Assault Offenses into Data Element 7 (Offense Attempted/Completed)."

SRS agencies: An intimidation becomes a simple assault if the offender does not display a weapon and the victim does not suffer severe or bodily injury. An intimidation becomes an aggravated assault when the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury.

### **Question**

How should my agency classify and score weapons that, when purchased, were legal weapons, but items were added (or the weapon was altered) that made the weapon illegal?

### **Answer**

NIBRS agencies: Assuming no laws have been broken when the weapon was purchased, a crime did not occur. However, if a legally purchased weapon was modified (such as making the weapon fully automatic or the barrel of a shotgun was sawed off), the agency should report the crime as Weapons Law Violation (offense code 520), which is defined as "The violation of laws or ordinance prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons." (Page 41 of the *National Incident-Based Reporting System User Manual, Version 2.2*, dated November 1, 2017)

SRS agencies: Weapons Law Violations is a Part II offense and is collected on line 15 of the *Age, Sex, Race, and Ethnicity of Persons Arrested* report where an arrest for such a violation is made.

## Section 3— Publication Updates and Notifications

### Updated NIBRS documents available online

Several updated NIBRS documents are available on the FBI's Internet site at <<https://ucr.fbi.gov>>.

These documents include the *NIBRS User Manual*, Version 2.2, dated November 1, 2017, the *NIBRS Technical Specification*, Version 3.2, dated November 1, 2017, and the *National Incident-Based Reporting System Information Exchange Package Documentation (IEPD)*, 4.2 Master Documentation, Version 1.3, dated June 7, 2017.

The *NIBRS User Manual* assists law enforcement agencies in reporting their crime statistics via the NIBRS. The manual addresses NIBRS policies, the types of offenses reported via NIBRS, and guidelines for an agency to become certified to submit NIBRS data to the FBI.

The *NIBRS Technical Specification* furnishes the requirements for law enforcement agencies to submit NIBRS data in a position-based, flat-file format to the national UCR Program.

The *IEPD* is the outline for the structure of an agency's XML submission to the national UCR Program.