February 2009

Uniform Crime Reporting (UCR)
State Program Bulletin 09-1

MESSAGE TO PROGRAM PARTICIPANTS

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**MESSAGE TO PROGRAM PARTICIPANTS**

### 1.1 Data Submission Deadlines

State UCR Program managers should note the following deadlines for data to be received by the CJIS Division’s CSMU and should inform their local agencies of these deadlines.

<table>
<thead>
<tr>
<th>Date</th>
<th>Information needed</th>
</tr>
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<tbody>
<tr>
<td>March 17, 2009</td>
<td>Deadline for submitting data for inclusion in the 2008 editions of <em>Crime in the United States (CIUS)</em>, <em>Law Enforcement Officers Killed and Assaulted (LEOKA)</em>, and <em>Hate Crime Statistics</em>. State UCR Program managers should note that:</td>
</tr>
<tr>
<td></td>
<td>- For agencies’ statistics to be published in Tables 8-11 of <em>CIUS, 2008</em>, the CSMU must receive 12 months of complete data by this date.</td>
</tr>
<tr>
<td></td>
<td>- The number of quarters for which an agency reported hate crime data in 2008 will be published in Tables 13 and 14 of <em>Hate Crime Statistics, 2008</em>.</td>
</tr>
<tr>
<td></td>
<td>- State totals on officers assaulted presented in <em>LEOKA, 2008</em>, will include those law enforcement agencies for which the CSMU receives both 12 months of officer assault data and police employee counts.</td>
</tr>
<tr>
<td>December 31, 2009</td>
<td>Deadline for making changes to an agency’s name/address or current reporting status.</td>
</tr>
</tbody>
</table>
1.2 Work Processes for UCR Publications

CIUS, 2008
LEOKA, 2008
Hate Crime Statistics, 2008

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 on the preceding page.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Work process</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>The CSMU staff disseminates letters to state UCR Program managers:</td>
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<tr>
<td></td>
<td>■ Requesting the verification of any January–December 2008 crime totals that</td>
</tr>
<tr>
<td></td>
<td>indicate significant increases or decreases over the previous year’s</td>
</tr>
<tr>
<td></td>
<td>data and/or verification of any high/low monthly offense counts during</td>
</tr>
<tr>
<td></td>
<td>the 12-month period for MIP agencies.</td>
</tr>
<tr>
<td></td>
<td>■ Identifying any January–December 2008 data, by agency and month, that</td>
</tr>
<tr>
<td></td>
<td>have not been received by the submission deadline for the Preliminary</td>
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<tr>
<td></td>
<td>Annual Report for contributors other than MIP agencies.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>The CSMU’s staff disseminates letters to state UCR Program managers:</td>
</tr>
<tr>
<td></td>
<td>- Requesting the verification of any January–December 2008 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 12-month period for all contributors other than MIP agencies.</td>
</tr>
<tr>
<td></td>
<td>- Informing them of the 2008 population estimates for agencies within their state.</td>
</tr>
<tr>
<td></td>
<td><strong>The deadline for submitting January–December 2008 data to the FBI for inclusion in CIUS, LEOKA, and Hate Crime Statistics is March 17, 2009.</strong></td>
</tr>
<tr>
<td>April</td>
<td>The CSMU’s staff disseminates letters to state UCR Program managers providing January–December 2008 crime totals/Return A Record Cards for all law enforcement agencies that submitted 12 months of complete data.</td>
</tr>
<tr>
<td>May–September</td>
<td>The national UCR Program staff reviews information for data quality and finalizes the 2008 editions of CIUS, LEOKA, and Hate Crime Statistics for publication.</td>
</tr>
<tr>
<td>June</td>
<td>The tentative release of the <em>Preliminary Annual Uniform Crime Report, January–December, 2008</em>.</td>
</tr>
<tr>
<td>July</td>
<td>The CSMU’s staff disseminates letters to state UCR Program managers:</td>
</tr>
<tr>
<td></td>
<td>- Providing them with their state’s 2008 violent crime and property crime counts that will be published in CIUS, 2008 and providing the 2009 Timetable.</td>
</tr>
<tr>
<td></td>
<td>- Requesting missing January–June 2008 data for MIP agencies that are to be included in Table 4 of the <em>Preliminary Semiannual Uniform Crime Report, January–June, 2009.</em> The letters will provide the August 28, 2009, deadline for submitting data to be included in the Report.</td>
</tr>
<tr>
<td></td>
<td><strong>The deadline for submitting January–June 2009 data to the FBI for inclusion in the Preliminary Semiannual Uniform Crime Report is August 28, 2009.</strong></td>
</tr>
</tbody>
</table>
| August and September | The CSMU’s staff disseminates letters to state UCR Program managers requesting verification of any January–June 2009 crime totals that indicate significant increases or decreases over the previous year’s data and/or verification of any high/low monthly offense counts during the 6-month period for MIP agencies.

The deadline for submitting January through June 2009 data to the FBI for inclusion in the Preliminary Semiannual Uniform Crime Report is **August 28, 2009**. |
|---------------------|------------------------------------------------------------------------------------------------|
| September           | The CSMU’s staff disseminates letters to state UCR Program managers:

- Identifying any missing January–June 2009 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 CSMU’s staff may opt to contact these agencies via telephone.)

- Requesting the verification of any January–June 2009 crime totals that indicate significant increases or decreases over 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.

The tentative release of **CIUS, 2008**. |
| October             | The CSMU’s staff disseminates letters to state UCR Program managers:

- Requesting the verification of any January–June 2009 crime totals that indicate significant increases or decreases over 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.

- Requesting the completion of information on the current year’s police employee counts as of October 31, 2009.

**The deadline for submitting police employee counts is December 18, 2009.**

The tentative release of **LEOKA, 2008 and Hate Crime Statistics, 2008**. |
| November  | The CSMU’s staff 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 CSMU’s staff disseminates a *State Program Bulletin* reminding all state UCR Program managers of the **December 18, 2009**, deadline for submitting police employee counts and the **December 31, 2009**, deadline for making changes to an agency’s name/address or current reporting status. (The CSMU’s staff will not assign an Originating Agency Identifier until an agency submits one *Return A* form.) |
| December  | The national UCR Program staff publishes the *Preliminary Semianual Uniform Crime Report, January–June, 2009*. After the December 18, 2009, deadline, the CSMU’s staff will forward letters to state UCR Program managers informing them that the FBI has not received their police employee counts. **The deadline for submitting police employee counts is December 18, 2009.** The deadline for making changes to an agency’s name/address or current reporting status is December 31, 2009. |
1.3 State Contacts of Crime Statistics Management Unit (CSMU) Personnel and Outreach Team Members

The following provides the CSMU personnel and the UCR Program’s trainers from the Outreach Team. If a state’s data are assigned to more than one member of the CSMU, the data to which they manage is identified as the Summary reporting system (SRS), the National Incident-Based Reporting System (NIBRS), or MIP agencies.

ALABAMA
SRS: Paula Vangilder (304) 625-3529
MIP: Adena D. Morris (304) 625-3515
NIBRS: Drema Fouch (304) 625-2982
Outreach Team: J. Kevin MacFarland (304) 625-2855

ALASKA
Adena D. Morris (304) 625-3515
Outreach Team: Darrin Lee Moor (304) 625-2934

AMERICAN SAMOA
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Outreach Team: Darrin Lee Moor (304) 625-2934

ARIZONA
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Outreach Team: Darrin Lee Moor (304) 625-2394

ARKANSAS
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Outreach Team: J. Kevin MacFarland (304) 625-2855

CALIFORNIA
SRS: Kelly L. Beafore (304) 625-3561 and Elizabeth L. Moneypenny (304) 625-2983
MIP: Joyce E. Blair (304) 625-2966 and Adena D. Morris (304) 625-3515
Outreach Team: Darrin Lee Moor (304) 625-2934

CANAL ZONE
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COLORADO
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Outreach Team: Darrin Lee Moor (304) 625-2934

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Outreach Team: Darrin Lee Moor (304) 625-2934

DELAWARE
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Outreach Team: Gregory S. Swanson (304) 625-2998

DISTRICT OF COLUMBIA
MIP & SRS: Joyce E. Blair (304) 625-2966
NIBRS: Jennifer K. Neely (304) 625-2959
Outreach Team: J. Kevin MacFarland (304) 625-2855

FLORIDA
SRS: Rebecca A. Davis (304) 625-3532 and Kristi Wolford (304) 625-2974
MIP: Cynthia A. Miller (304) 625-2970 and Adena D. Morris (304) 625-3515
Outreach Team: J. Kevin MacFarland (304) 625-2855

GEORGIA
SRS: Ava L. Metheny (304) 625-3507
MIP & NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: J. Kevin MacFarland (304) 625-2855

GUAM
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Outreach Team: Darrin Lee Moor (304) 625-2934

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Outreach Team: Darrin Lee Moor (304) 625-2934

IDAHO
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Outreach Team: Darrin Lee Moor (304) 625-2934

ILLINOIS
MIP: Cynthia A. Miller (304) 625-2970
NIBRS: Teresa R. Bigelow (304) 625-5118
Outreach Team: Gregory S. Swanson (304) 625-2998
INDIANA
SRS: Peggy G. Riley (304) 625-3517 and
   Susan Sturgill-Hunter (304) 625-2954
MIP: Adena D. Morris (304) 625-3515
Outreach Team: Gregory S. Swanson (304) 625-2998

IOWA
Teresa R. Bigelow (304) 625-5118
Outreach Team: Gregory S. Swanson (304) 625-2998

KANSAS
Sharon K. Huffman (304) 625-3626
Outreach Team: Gregory S. Swanson (304) 625-2998

KENTUCKY
SRS: Cynthia A. Miller (304) 625-2970 and
   Adena D. Morris (304) 625-3515
MIP: Joyce E. Blair (304) 625-2966
NIBRS: Jennifer K. Neely (304) 625-2959
Outreach Team: J. Kevin MacFarland (304) 625-2855

LOUISIANA
SRS: Debra M. Cook (304) 625-2967 and
   Paula Vangilder (304) 625-3529
MIP & NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: J. Kevin MacFarland (304) 625-2855

MAINE
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Outreach Team: Darrin Lee Moor (304) 625-2934

MARYLAND
SRS: Debra M. Cook (304) 625-2967 and
   Paula Vangilder (304) 625-3529
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Gregory S. Swanson (304) 625-2998

MASSACHUSETTS
SRS & NIBRS: Jennifer K. Neely (304) 625-2959
MIP: Cynthia A. Miller (304) 625-2970
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MICHIGAN
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MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Gregory S. Swanson (304) 625-2998

MISSISSIPPI
SRS: Kelly L. Beare (304) 625-3561,
   Elizabeth L. Moneypenny (304) 625-2983, and
   Jennifer R. Walker (304) 625-4240
MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

MISSOURI
SRS: Peggy G. Riley (304) 625-3517
MIP: Adena D. Morris (304) 625-3515
NIBRS: Drema Fouch (304) 625-2969
Outreach Team: Gregory S. Swanson (304) 625-2998

MONTANA
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Outreach Team: Darrin Lee Moor (304) 625-2934

NEBRASKA
SRS: Debra M. Cook (304) 625-2967
MIP & NIBRS: Sharon K. Huffman (304) 625-3626
Outreach Team: Gregory S. Swanson (304) 625-2998

NEVADA
SRS: Kelly L. Beare (304) 625-3561
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Darrin Lee Moor (304) 625-2934

NEW HAMPSHIRE
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Outreach Team: Darrin Lee Moor (304) 625-2934

NEW JERSEY
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   Kristi M. Wolford (304) 625-2974
MIP: Adena D. Morris (304) 625-3515
Outreach Team: Darrin Lee Moor (304) 625-2934

NEW MEXICO
SRS: Jennifer R. Walker (304) 625-4240
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: J. Kevin MacFarland (304) 625-2855

NEW YORK
SRS: Laverne R. Kesselman (304) 625-2948
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Gregory S. Swanson (304) 625-2998

NEW YORK
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MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855
NORTH DAKOTA
Teresa R. Bigelow (304) 625-5118
Outreach Team: Gregory S. Swanson (304) 625-2998

OHIO
SRS: Pamela T. Fidler (304) 625-2968
MIP & NIBRS: Drema Fouch (304) 625-2982
Outreach Team: Gregory S. Swanson (304) 625-2998

OKLAHOMA
SRS: Elizabeth L. Moneypenny (304) 625-2983
MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

OREGON
SRS: Debra M. Cook (304) 625-2967
MIP: Adena D. Morris (304) 625-3515
NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: Darrin Lee Moor (304) 625-2934

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SRS: Susan Sturgill-Hunter (304) 625-2954
MIP: Cynthia A. Miller (304) 625-2970
Outreach Team: Gregory S. Swanson (304) 625-2998

PUERTO RICO
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Outreach Team: J. Kevin MacFarland (304) 625-2855

RHODE ISLAND
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Outreach Team: Darrin Lee Moor (304) 625-2934

SOUTH CAROLINA
Vickie L. Dean (304) 625-2969
Outreach Team: J. Kevin MacFarland (304) 625-2855

SOUTH DAKOTA
Sharon K. Huffman (304) 625-3626
Outreach Team: Gregory S. Swanson (304) 625-2998

TENNESSEE
Jennifer K. Neely (304) 625-2959
Outreach Team: J. Kevin MacFarland (304) 625-2855

TEXAS
SRS & NIBRS: Alicia Wetzl (304) 625-3513
MIP: Joyce E. Blair (304) 625-2966
Outreach Team: J. Kevin MacFarland (304) 625-2855

UTAH
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Outreach Team: Darrin Lee Moor (304) 625-2934

VERMONT
Drema Fouch (304) 625-2982
Outreach Team: Gregory S. Swanson (304) 625-2998

VIRGINIA
Drema Fouch (304) 625-2982
Outreach Team: J. Kevin MacFarland (304) 625-2855

VIRGIN ISLANDS
Kristi M. Wolford (304) 625-2974
Outreach Team: J. Kevin MacFarland (304) 625-2855

WASHINGTON
SRS: Kristi M. Wolford (304) 625-2974
MIP: Cynthia A. Miller (304) 625-2970
NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: Darrin Lee Moor (304) 625-2934

WEST VIRGINIA
Drema Fouch (304) 625-2982
Outreach Team: J. Kevin MacFarland (304) 625-2855

WISCONSIN
SRS: Kristi M. Wolford (304) 625-2974
MIP & NIBRS: Vickie L. Dean (304) 625-2969
Outreach Team: Gregory S. Swanson (304) 625-2998

WYOMING
Laverne K. Kesselman (304) 625-2948
Outreach Team: Darrin Lee Moor (304) 625-2934

HATE CRIME
Mary P. Reese (304) 625-3528

LEOKA
Frankie L. Kelley (304) 625-3587
Dorothy E. Kisner (304) 625-2953

ORI
Sherry V. McDowell (304) 625-3536
1.4 Contact Information of Members of the UCR Subcommittee of the CJIS Advisory Policy Board (APB)

Listed below are the current members of the UCR Subcommittee of the CJIS APB.

Ms. Mary Rumple  
Director of Records Division  
Winston-Salem Police Department  
Post Office Box 1707  
Winston-Salem, NC 27102-1707  
Phone: (336) 773-7915  
E-mail: <mrumple@wspd.org>

Mr. Lawrence A. Stelma  
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701 Ball Avenue, NE  
Grand Rapids, MI 49503  
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Mr. William D. Baker  
Chief of Police  
Westbrook Police Department  
570 Main Street  
Westbrook, ME 04092  
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Phone: (405) 879-2966  
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Criminal Justice Information Services Division  
Virginia State Police  
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Richmond, VA 23261-7472  
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Major William K. Seibert Jr.  
Deputy Chief of Police  
Operations Commander  
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Mr. Michael Walker  
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Hawthorne, NJ 07506-2606  
Phone: (973) 202-3846  
E-mail: <mwalker@pccc.edu>
1.5 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 UCR Program managers who wish to receive the State Program Bulletin via e-mail instead of receiving hard copies through the U.S. Postal Service should provide the Multimedia Productions Group (MPG) staff at the CJIS Division with their e-mail addresses at <cjis_comm@leo.gov> and indicate State Program Bulletin in the subject line of the e-mail.

Please note that whether the State Program Bulletin is received electronically or in hard copy, 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 State Program Bulletin, as well as previous editions, is also available via the Law Enforcement Online (LEO) Intranet at <https://cgate.leo.gov/http/leowcs.leopriv.gov/lesig/cjis/programs/crime_statistics/state_program_bulletins/state_program_bulletins.html>. Users with questions concerning access to the LEO should contact the LEO Program Office at (304) 625-5555 (telephone) or Mrs. Stacey C. Davis of the Advisory Groups Management Unit at (304) 625-2618 (telephone).