



STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES

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TO: IBR Crime Reporting Agencies
FROM: Adam Dean, Crime Reporting Unit
DATE: 10/15/2009
SUBJECT: Hate Crime Reporting

**REPORTING ALERT:
REPORTING HATE CRIME INCIDENTS**

DCJS is required by statute to prepare an annual report on hate crime incidents and arrests. The 2008 report was recently issued and is published on the DCJS website at

<http://www.criminaljustice.state.ny.us/pio/annualreport/hatecrimereport2008.pdf>.

Incidents reported by each agency for the years 2004 through 2008 are also posted on the DCJS website. These documents can be accessed at

<http://www.criminaljustice.state.ny.us/crimnet/ojsa/stats.htm>.

In addition, Hate crime incidents submitted through the crime reporting program are also reported to the FBI for inclusion in their annual *Hate Crime Statistics* report published on on-line at

<http://www.fbi.gov/ucr/ucr.htm>.

DCJS has recently modified the hate crime reporting forms and procedures to improve data quality. Please note the following changes.

New Hate Crime Report Form and Instructions

The Hate Crime Incident Report is a monthly supplemental report that is submitted to DCJS as part of the crime reporting program. Since all the information required on the hate crime report is not collected as part of an electronic IBR submission, **participating IBR agencies are required to submit hate crime reports as a supplement to their monthly submission file.**

In March 2009, the NYS Hate Crime Reporting form and instructions were revised to more accurately capture information on each incident. The new form will ensure more meaningful information is captured on the victim and location of the reported offense, and that data sent to the FBI is more accurate. The new form, which is attached to this memo, can also be found at:

<http://www.criminaljustice.state.ny.us/crimnet/ojsa/crimereporting/ucr.htm#ucrforms>.

When completing the form please ensure **all available information** is entered for the listed data fields, including victim and offender demographics. **This form must be submitted to DCJS each**

month. If no hate crime incident was reported during the month, reporting agencies are instructed to check the “Nothing to Report (NTR)” box.

Data Quality

DCJS has instituted the following data quality procedures to ensure hate crime incidents submitted to DCJS are accurate and complete.

- **Comprehensive Follow-up When Reports are Not Submitted.** DCJS crime reporting staff will now follow up with all reporting agencies to ensure that a hate crime report is submitted each month. When agencies have no hate crimes to report, they will be asked to submit the hate crime report form with the NTR box checked, indicating that no hate crimes were reported for that particular month.
- **Ongoing Data Quality Review.** DCJS crime reporting staff is now reviewing every hate crime incident report upon receipt. Forms are reviewed for accuracy, and police agencies are contacted to confirm or correct any information that is not clear or not entered properly. Staff is also contacting agencies when forms are incomplete.
- **Review of IBR records with “Bias-Type” Indicated.** DCJS crime reporting staff will be following up with IBR agencies when a incident is submitted with a bias crime type indicated and no supplemental Hate Crime Incident Report was submitted.

We appreciate your assistance and cooperation in collecting this important information. If you have any questions or need assistance please call 1-800-262-3257 or email Crimereporting@dcjs.state.ny.us.