

Crime Reporting Data Submission Timeline

The New York State Division of Criminal Justice Services (DCJS) conducts a number of activities to improve the timeliness and accuracy of data submitted through both the Uniform Crime Reporting (UCR) and Incident-Based Reporting (IBR) programs. These activities include monitoring technical errors that occur during the submission of data files, analyzing submitted data to identify potential inaccuracies, and flagging delinquent agencies.

This calendar provides an overview of the data quality activities DCJS conducts organized by when they occur. Each month outlines what agencies can expect to receive from DCJS if follow-up is needed, and tools that agencies can access to help correct any issues that are identified.

Month	Work Process
<p>January 2018</p>	<p>Sexual Offense Evidence Kit (SOEK) Report Reminder and Delinquent Follow-up (Reporting quarter covered: November 28 - December 31, 2017) Emails are sent to all law enforcement agencies and district attorneys to inform them the SOEK Report is available for data entry on the eJusticeNY Integrated Justice Portal on January 1, 2018. A second email is sent to agencies that are delinquent in SOEK reporting on or around January 15, 2018. <i>Note: Agencies are considered delinquent if SOEK data has not been received within 15 days of the end of the quarter.</i></p>
<p>February 2018</p>	<p>IBR/UCR Submitted Data Report A PDF data report detailing UCR summary counts for all data submitted in 2017 is sent to agencies for review. Agencies should review the report and submit any changes or corrections to DCJS through their normal reporting process. If agencies have questions or concerns regarding their agency's data, please contact the DCJS Crime Reporting Unit at infonysucr@dcjs.ny.gov. <i>Note: For this report, data submitted by IBR agencies are converted to the Federal Crime Reporting Program's summary format.</i></p> <p>UCR Exceptions Follow-up (Report months covered: January - December 2017) DCJS Crime Reporting staff identify unusual crime counts for verification. Staff request verification of any January - December 2017 crime counts that indicate significant increases or decreases compared with the previous year's data and/or the five year average of the data.</p> <p>Delinquent Report Follow-up (Report months covered: January - December 2017) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2017. <i>Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.</i></p> <p>IBR Incidents Not Posted (IBR Agencies Only) The IBR Incidents Not Posted report is emailed to IBR agencies and contains all incidents that were not posted to the DCJS IBR Database due to errors in the submission data.</p>
<p>February - March 2018</p>	<p>FBI Data Verification (Report months covered: January - December 2017) The FBI requests verification of any January - December 2017 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. DCJS Crime Reporting staff email/call those agencies identified by the FBI for data verification.</p>

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<p>March 2018</p>	<p>Annual Homicide Follow-up (Reported Homicides for 2017) Since most reported homicides are not solved at the point of IBR/UCR submission, the DCJS Crime Reporting Unit conducts an annual follow-up. DCJS Crime Reporting Staff email/call agencies that submitted homicide information with missing/unknown data elements.</p>
	<p>Delinquent Report Follow-up (Report months covered: January - December 2017) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2017. <i>Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.</i></p>
<p>April 2018</p>	<p>Delinquent Report Follow-up (Report months covered: January - December 2017) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2017. <i>Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.</i></p>
	<p>Sexual Offense Evidence Kit (SOEK) Report Reminder and Delinquent Follow-up (Reporting quarter covered: January 1 - March 31, 2018) Emails are sent to all law enforcement agencies and district attorneys to inform them the SOEK Report is available for data entry on the eJusticeNY Integrated Justice Portal on April 1, 2018. A second email is sent to agencies that are delinquent in SOEK reporting on or around April 15, 2018. <i>Note: Agencies are considered delinquent if SOEK data has not been received within 15 days of the end of the quarter.</i></p>
<p>May 2018</p>	<p>IBR/UCR Submitted Data Report A PDF data report detailing UCR summary counts for all data submitted so far in 2018 is emailed to agencies for review. Agencies should review the report and submit any changes or corrections to DCJS through their normal reporting process. If agencies have questions or concerns regarding their agency's data, please contact the DCJS Crime Reporting Unit at infonysucr@dcjs.ny.gov. <i>Note: For this report, data submitted by IBR agencies are converted to the Federal Crime Reporting Program's summary format.</i></p>
	<p>UCR Exceptions Follow-up (Report months covered: January - March 2018) DCJS Crime Reporting staff identify unusual crime counts for verification. Staff request verification of any January - March 2018 crime counts that indicate significant increases or decreases compared with the previous year's data and/or the five year average of the data.</p>
	<p>Delinquent Report Follow-up (Report months covered: January - March 2018) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2018. <i>Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.</i></p>

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<p>July 2018</p>	<p>Sexual Offense Evidence Kit (SOEK) Report Reminder and Delinquent Follow-up (Reporting quarter covered: April 1 - June 30, 2018) Emails are sent to all law enforcement agencies and district attorneys to inform them the SOEK Report is available for data entry on the eJusticeNY Integrated Justice Portal on July 1, 2018. A second email is sent to agencies that are delinquent in SOEK reporting on or around July 15, 2018. <i>Note: Agencies are considered delinquent if SOEK data has not been received within 15 days of the end of the quarter.</i></p>
<p>August 2018</p>	<p>IBR/UCR Submitted Data Report A PDF data report detailing UCR summary counts for all data submitted so far in 2018 is emailed to agencies for review. Agencies should review the report and submit any changes or corrections to DCJS through their normal reporting process. If agencies have questions or concerns regarding their agency's data, please contact the DCJS Crime Reporting Unit at infonysucr@dcjs.ny.gov. <i>Note: For this report, data submitted by IBR agencies are converted to the Federal Crime Reporting Program's summary format.</i></p> <p>UCR Exceptions Follow-up (Report months covered: January - June 2018) DCJS Crime Reporting staff identify unusual crime counts for verification. Staff request verification of any January - June 2018 crime counts that indicate significant increases or decreases compared with the previous year's data and/or the five year average of the data.</p> <p>Delinquent Report Follow-up (Report months covered: January - June 2018) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2018. <i>Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.</i></p> <p>IBR Incidents Not Posted (IBR Agencies Only) The IBR Incidents Not Posted report is emailed to IBR agencies and contains all incidents that were not posted to the DCJS IBR Database due to errors in the submission data.</p> <p>FBI Data Verification (Most in Population Agencies, Report months covered: January - June 2018) The FBI requests verification of Most in Population (MIP) agencies (those with populations over 100,000). The FBI requests verification of January - June 2018 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 6-month period. DCJS Crime Reporting staff email/call those agencies identified by the FBI for data verification.</p>
<p>September 2018</p>	<p>FBI Data Verification (Report months covered: January - June 2018) The FBI requests verification of January - June 2018 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 6-month period. DCJS Crime Reporting staff email/call those agencies identified by the FBI for data verification.</p>

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<p>October 2018</p>	<p>2018 Agency Personnel Report - Initial Reminder An initial reminder to submit the Annual Personnel Report is sent to all law enforcement agencies. The report can be submitted on the IJ Portal or sent to DCJS starting November 1, 2018.</p>
	<p>Sexual Offense Evidence Kit (SOEK) Report Reminder and Delinquent Follow-up (Reporting quarter covered July 1 - September 30, 2018) Emails are sent to all law enforcement agencies and district attorneys to inform them the SOEK Report is available for data entry on the eJusticeNY Integrated Justice Portal on October 1, 2018. A second email is sent to agencies that are delinquent in SOEK reporting on or around October 15, 2018. <i>Note: Agencies are considered delinquent if SOEK data has not been received within 15 days of the end of the quarter.</i></p>
<p>November 2018</p>	<p>IBR/UCR Submitted Data Report A PDF data report detailing UCR summary counts for all data submitted so far in 2018 is emailed to agencies for review. Agencies should review the report and submit any changes or corrections to DCJS through their normal reporting process. If agencies have questions or concerns regarding their agency's data, please contact the DCJS Crime Reporting Unit at infonysucr@dcjs.ny.gov. <i>Note: For this report, data submitted by IBR agencies are converted to the Federal Crime Reporting Program's summary format.</i></p>
	<p>UCR Exceptions Follow-up (Report months covered: January - September 2018) DCJS Crime Reporting staff identify unusual crime counts for verification. Staff request verification of any January - September 2018 crime counts that indicate significant increases or decreases compared with the previous year's data and/or the five year average of the data.</p>
	<p>Delinquent Report Follow-up (Report months covered: January - September 2018) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2018. <i>Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.</i></p>
<p>December 2018</p>	<p>2018 Agency Personnel Report - Weekly Reminder A reminder to submit the Agency Personnel Report is emailed to law enforcement agencies each week until the FBI submission deadline.</p>

Other Data Quality Efforts

Monthly Homicide Monitoring

DCJS Crime Reporting Staff review news articles to identify victims of homicide and monitor data submissions from IBR/UCR agencies to ensure that homicides are submitted to DCJS. Staff contact agencies that have not reported an identified homicide and ask the agency for the submission status of the homicide (i.e., does the PD plan to submit the homicide). To prevent double reporting of homicides, DCJS also monitors homicide submissions to ensure that a homicide victim is not reported by more than one agency.

Reporting Alerts

When system-wide changes in crime reporting occur or when a common reporting error is identified, the Crime Reporting Unit issues a Reporting Alert to all affected agencies. These alerts describe the reporting changes or identified issues and provide direction and/or corrective action that agencies are required to implement. The Reporting Alerts are emailed to agencies and posted on the DCJS website.

UCR Reporting Alerts:

http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_alerts.htm

IBR Reporting Alerts:

http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr_alerts.htm

Training Modules

The Crime Reporting Unit produces a series of training modules to assist local law enforcement to correctly and consistently report crime data. New trainings are produced as needed. The training modules are available on the DCJS website: http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_training.htm

Reference Documents

Instructions for both IBR and UCR data submission, as well as background information on the UCR program, and detailed descriptions of the offense categories and data elements collected by DCJS are provided on the public website.

UCR Reference Materials:

http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refmanuals.htm

IBR Reference Materials:

http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr_ref.htm