



Oregon

John A. Kitzhaber, MD, Governor

Department of State Police
Criminal Justice Information Services Division
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April 14, 2014

Oregon Uniform Crime Reporting Agencies

Re: Timely Statewide UCR Data Submission Directive

This communication is to keep Oregon Uniform Crime Reporting agencies statewide apprised of current reporting requirements. The Oregon State Police CJIS Division, UCR Program is sending all UCR contacts the listed FBI mandated Uniform Crime Reporting scheduled deadlines.

In order for the FBI to publish the Uniform Crime Reports on time with complete and accurate statistics, all agencies must adhere to the scheduled deadlines. Many agencies are conscientious about meeting these deadlines; however, agencies that are late with their submissions will cause incomplete, incorrect, and skewed crime statistics for the whole state. These statistics are submitted to and published by the FBI. While we realize there are extenuating circumstances that may cause delays, Oregon UCR and the FBI strongly encourage agencies to make every effort to adhere to these deadlines. If publication deadlines cannot be met, agencies are encouraged to continue to forward data so it can be entered in the yearly master data files. The master data files contain raw published and unpublished data. Data submitted after the deadlines cannot be included in reports submitted to the FBI. Additionally, if your agency cannot meet a reporting deadline, agencies must contact Oregon UCR to notify of the delay as soon as the delay and timeline are known.

Oregon UCR Data Deadlines for 2014 – Agencies shall report no later than the below listed dates:

March 07, 2014

The 2013 data submissions for inclusion in *Crime in the United States, Law Enforcement Officer Killed and Assaulted, Hate Crime Statistics and National Incident- Based Reporting Systems* should have been received. **Not all Oregon agencies were able to meet this very important deadline.**

August 15, 2014

Deadline to submit January through June 2014 data for inclusion in the *Preliminary Semiannual Uniform Crime Report, January-June, 2014*.

November 14, 2014

Deadline to submit police employee counts as of October 31, 2014.

December 31, 2014

Deadline for Oregon UCR to change an agency's name, address, or current reporting status.

The OSP CJIS Division would like to take this opportunity to remind all Oregon agencies of the approaching NIBRS conversion deadline. All Agencies must transition to the NIBRS reporting format no later than **January 1, 2017**.

We hope this information has been helpful. If you have any questions you may contact Nancy Sharp, CJIS Operations & Policy Analyst, 3772 Portland Rd. NE, Building C, Salem, OR 97301; telephone (503) 934-2155; email Nancy.M.Sharp@state.or.us

Sincerely,

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