



**Alabama Criminal Justice Information Center (ACJIC)
Uniform Crime Reporting (UCR)
Agency Compliance Standards**

August 15, 2007

UCR Compliance – Agencies will be considered to be in compliance with UCR reporting standards when they make a substantial, good faith effort to report 12 months of Incident/Offense and Arrest data on a monthly basis. For the purpose of UCR compliance, the submission (and successful processing, in the case of electronic media submissions) of 12 full months of data will be considered in compliance automatically. Agencies submitting less than 12 full months of data will be considered out of compliance unless expressly exempted in writing by the ACJIC UCR Division Manager or UCR Assistant Division Manager for one of the reasons cited below under “Exceptions to Compliance Policy.”

Data Submission Requirements

Monthly Submission - Data is to be submitted on a monthly basis unless special arrangements are in place with the ACJIC UCR Division. Such arrangements must be made in writing and approved by the UCR Division Manager or Assistant UCR Division Manager.

End of Year Deadline – The end of year deadline (cut-off date) for data submissions from the previous calendar year will be January 31st of each year for paper reports and February 15th for electronic data submissions (email, disk, ftp or tape submissions). The ACJIC UCR Division will make every attempt to process data received after these deadlines as time permits but cannot guarantee processing of late data.

Submission Problems – The ACJIC UCR Division will notify agencies of submission problems in a timely manner via mail or email. Paper reports that are missing substantial information will be mailed back to the agencies for completion. Electronic submissions that are unreadable or cannot be processed will be sent back to the agency for correction. Notification of emailed data that cannot be processed will be sent by return email. It is imperative that end of year data be sent as early as possible so corrections can be resubmitted before the deadline. ACJIC will send a 6-month and 12-month “Return A” statistics

report to each agency Chief/Sheriff for review each year. If an agency detects any errors or omissions in the statistics report, these problems should be reported to the ACJIC UCR Division as soon as possible to allow any necessary corrections to be made.

Exceptions to Compliance Policy

Covered-By Agencies – Those agencies that have another agency (Sheriff's Office, Police Department, etc...) report all of their crime data to ACJIC UCR are considered "Covered-by Agencies" and are exempt from individual UCR submission. Covered-by agencies should ensure that their data is being submitted by another agency and should submit notification their covered-by status to the ACJIC UCR Division in writing. Covered-by agencies will be considered compliant with UCR standards as long as the agency "covering them" is in compliance (reporting data in a timely manner).

Acts of God/Natural Disasters – Agencies that experience a natural disaster that leads to a disruption of the normal functions of the law enforcement department (flood, hurricane, tornado, fire) will be temporarily exempt from UCR reporting until such time as the agency can recover from the disaster. In the event of such a disaster, the agency chief should immediately notify the ACJIC UCR Division of that agency's status in writing. If the agency enters covered-by status during recovery from a natural disaster (is assisted by another agency in investigating crimes, making arrests, and reporting UCR data), the agency should notify the ACJIC UCR Division of its covered-by status in writing.

Computer/Electronic Submission Problems – Agencies that experience a complete computer failure (crash) or loss of functionality/vendor support for their UCR reporting program will be temporarily exempted from UCR reporting and be considered compliant until their problems are fixed, but must fix these problems in a timely manner. Notification of computer problems or software problems that prevent timely UCR reporting must be made in writing to the UCR Division Manager or Assistant UCR Division Manager.

The ACJIC UCR Division is aware that agencies may experience computer-related problems close to the end-of-year deadline for data submission and will take into account agency problems that prevent submissions that meet deadline standards when determining compliance.