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.

Please e-mail any questions, concerns or assistance requests to InfoNYSUCR@dcjs.ny.gov.

Month	Work Process
January 2024	**Sexual Offense Evidence Kit (SOEK) Report Reminder and Delinquent Follow-up (Reporting quarter covered: October 1 - December 31, 2023)** 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, 2024. A second email is sent to agencies that are delinquent in SOEK reporting on or around January 15, 2024. Note: Agencies are considered delinquent if SOEK data has not been received within 15 days of the end of each quarter.
February 2024	**IBR/UCR Submitted Data Report** A PDF data report detailing UCR summary counts for all data submitted in 2023 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. Note: For this report, data submitted by IBR agencies are converted to UCR/Summary format.
	Delinquent Report Follow-up (1st Reminder) (Report months covered: January - December 2023) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2023. Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.
	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.
February - March 2024	**FBI Data Verification (Report months covered: January - December 2023)** The FBI requests verification of any January - December 2023 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.

Month	Work Process
March 2024	**Annual Homicide Follow-up** **(Reported Homicides for 2023)** 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.
	Delinquent Report Follow-up (2nd Reminder) **(Report months covered: January - December 2023)** Emails are sent to agencies that are delinquent in at least one report type for a given month in 2023. Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.
April 2024	**Delinquent Report Follow-up (3rd Reminder)** **(Report months covered: January - December 2023)** Emails are sent to agencies that are delinquent in at least one report type for a given month in 2023. Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.
	Sexual Offense Evidence Kit (SOEK) Report Reminder and Delinquent Follow-up **(Reporting quarter covered: January 1 - March 31, 2024)** 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, 2024. A second email is sent to agencies that are delinquent in SOEK reporting on or around April 15, 2024. Note: Agencies are considered delinquent if SOEK data has not been received within 15 days of the end of each quarter.
May 2024	**IBR/UCR Submitted Data Report** A PDF data report detailing UCR summary counts for all data submitted so far in 2024 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. Note: For this report, data submitted by IBR agencies are converted to UCR/Summary format.
	Delinquent Report Follow-up **(Report months covered: January - March 2024)** Emails are sent to agencies that are delinquent in at least one report type for a given month in 2024. Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.
June 2024	**Data Quality Review (On-going)** DCJS Crime Reporting Staff identify and resolve possible reporting errors or rejected incidents. Agencies should review requests for verification and review and respond as soon as possible. If agencies have questions or concerns, please contact the DCJS Crime Reporting Unit at InfoNYSUCR@dcjs.ny.gov.

Month	Work Process
July 2024	**Sexual Offense Evidence Kit (SOEK) Report Reminder and Delinquent Follow-up (Reporting quarter covered: April 1 - June 30, 2024)** 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, 2024. A second email is sent to agencies that are delinquent in SOEK reporting on or around July 15, 2024. Note: Agencies are considered delinquent if SOEK data has not been received within 15 days of the end of each quarter.
August 2024	**IBR/UCR Submitted Data Report** A PDF data report detailing UCR summary counts for all data submitted so far in 2024 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. Note: For this report, data submitted by IBR agencies are converted to UCR/Summary format.
	Delinquent Report Follow-up (Report months covered: January - June 2024) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2024. Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.
	**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.
	FBI Data Verification (Most in Population (MIP) Agencies; Report months covered: January - June 2024) The FBI requests verification of Most in Population (MIP) agencies (those with populations over 100,000). The FBI requests verification of January - June 2024 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.
September 2024	**FBI Data Verification (All Other Agencies; Report months covered: January - June 2024)** The FBI requests verification of January - June 2024 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.

Month	Work Process
October 2024	**2024 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, 2024.
	Sexual Offense Evidence Kit (SOEK) Report Reminder and Delinquent Follow-up (Reporting quarter covered July 1 - September 30, 2024) 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, 2024. A second email is sent to agencies that are delinquent in SOEK reporting on or around October 15, 2024. Note: Agencies are considered delinquent if SOEK data has not been received within 15 days of the end of each quarter.
November 2024	**IBR/UCR Submitted Data Report** A PDF data report detailing UCR summary counts for all data submitted so far in 2024 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. Note: For this report, data submitted by IBR agencies are converted to UCR/Summary format.
	Delinquent Report Follow-up (Report months covered: January - September 2024) Emails are sent to agencies that are delinquent in at least one report type for a given month in 2024. Note: Agencies are considered delinquent if data has not been received within 30 days of the reporting month.
December 2024	**2024 Agency Personnel Report - Weekly Reminder** A reminder to submit the Agency Personnel Report is emailed to all law enforcement agencies each week until the FBI submission deadline.