

# COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA STATE POLICE

## **File Submissions Using The New Web-based UCR Application**

The purpose of this document is to highlight differences between the old Uniform Crime Reporting file submission process and new web-based process. Although this document is intended primarily for Agencies that currently report Uniform Crime Reporting data via file submission, vendors of records management software for crime reporting and Agencies that are reporting crime via file submission for the first time may benefit from the information contained herein.

The file submission process using the new web-based application differs from the application it replaced in the following ways:

- 1) Jurisdictions now upload files using the File Upload web page rather than mailing the files to the Pennsylvania State Police (PSP). Diskettes or Tape files mailed to PSP will no longer be accepted. A User Id and Password are needed to gain access to the File Upload feature of the website. After signing in, the first page displayed is the Status Of Submissions that shows a high-level view of five-years worth of submissions. On the Status Of Submissions page, just below the Pennsylvania Uniform Crime Reporting logo, click the File Upload tab and follow instructions on the Upload UCR Submission File page to upload a file.
- 2) In addition to the monthly returns that the old application processed (Returns A, B1, B2, B3, B4, C, D1, D2, F, and G) the new application provides for submitting Supplemental Homicide (Return E), Annual Report Of Law Enforcement Employees (Return H) and Ethnic Intimidation (Return J) data. Return E, H, and J specifications are covered in sections 14, 17, and 18, respectively in the accompanying revised Summary Input specifications.
- 3) The new UCR application is designed to accept only data that passes all edits. PSP staff will no longer be involved in correcting data. When the old application was used, PSP staff occasionally corrected data errors in file submissions rather than requesting a jurisdiction re-send a file with the corrected data. If a file submission fails edits each jurisdiction or their designated surrogate is responsible to correct the data either by uploading a file with corrected data or using the new web-based data entry pages to correct the errors on-line. Failure to resolve errors will result in the submission to not be considered in the jurisdiction's monthly submission requirement used to include a jurisdiction's data in the Annual Reports.
- 4) File submissions that omit Supplemental Homicide (Return E) data, when required as determined by data provided on Return A, will fail edits. These errors can be corrected either by uploading a file with the Return E data or using the new web-based Return E data entry pages to provide the data. If a submission does not require Supplemental Homicide data, a Zero Return E header record should be provided in the file submission, just as the old application required.

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- 5) File submissions that omit the mandatory Annual Report Of Law Enforcement Employees (Return H) after the established PSP due date will fail edits. These errors can be corrected either by uploading a file with the Return H data or using the new web-based Return H data entry page to provide the data. If a submission does not require Annual Report Of Law Enforcement Employees data, a Zero Return H header record should be provided in the file submission, just as the old application required.
- 6) File submissions that omit Ethnical Intimidation (Return J) data may provide the Return J data using the new web-based Return J data entry pages. If a submission has no Ethnical Intimidation data, a Zero Return J header record should be provided in the file submission, just as the old application required.
- 7) An edit for Persons Charged (Return C) requires type 2 and 5 Total Dispositions Of Juveniles, entered as Return-level totals on Arrests Under 18 Years Of Age (Return B1) using the old application, be apportioned to offenses in the new application. The new application will process B1 data in the same format as the old application, however, now the last five data fields are required for every B1 data record. If Line-level Dispositions are not entered on each data record, but instead are entered as a 000 Line Number record (Total Dispositions at the Return-level), the submission will fail the Persons Charged edits. These errors can be corrected either by uploading a file with the Return B1 data including the Line-level Dispositions or using the new web-based Return B1 data entry pages to provide the data. If a submission does not require Arrests Under 18 Years Of Age data, a Zero Return B1 header record should be provided in the file submission, just as the old application required. The accompanying revised Summary Input specification no longer lists Line Number 000 for the B1 record format. Refer to the old Summary Input specification for the old B1 record format.
- 8) Section 4 of the revised Summary Input specification (old specification section 4) notes the new application expects 13 returns. These are the same 10 that the old application expected – A, B1, B2, B3, B4, C, D1, D2, F, and G (or the equivalent 0) – plus returns E, H, and J (or the equivalent 0). If only 10 returns are included in the upload file, the new application will process the submission. If required data is missing that should have been included in one of the returns that is omitted the submission will fail edits. These errors can be corrected either by uploading a file with the missing return data or using the new web-based data entry pages to provide the data.
- 9) Section 5.2 of the revised Summary Input specification lists the valid Correction Codes. The new application uses fewer codes that are now alphabetic (AU, NC, ZR, and ZS). The old codes will continue to be accepted and processed. The new codes map to the old codes as follows. AU accommodates 00, C3, and C4. NC has no mapping to an old code. ZR accommodates C6 and C9. ZS accommodates C5.

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- 10) Section 19.3 of the revised Summary Input specification (old specification section 16.3) notes the use of the new Correction Codes ZS and ZR, which replace the old codes C5 and C9, as previously mentioned.
- 11) In Section 11 (Return C) notice the record layout for Return C no longer includes the Referred to Juvenile Court Jurisdiction (last data field in the old layout). This data field (Disposition 2) is now entered as a line item on Return B1. See item number 7 above. If a record includes the Referred to Juvenile Court Jurisdiction, the system will process all data in the record except for the Referred to Juvenile Court Jurisdiction data.
- 12) In Section 15.1 (old specification section 14.1) the Line Number '000' that was used to enter counts for Officers Killed and Officers Assaulted with the Return Code F0 records has been removed. These counts are now only entered with Return Code A0 records (using Line Number 000). The system will neither process nor issue edit errors if 000 Line Number records are entered for Return Code F0. Additionally, Line Number 15A (AM times) and 15P (PM times) for Return Code F0 have been replaced with 150 (both AM and PM times). The old Line Numbers 15A and 15P will continue to be accepted and will be processed by the new UCR application the same as the old application.