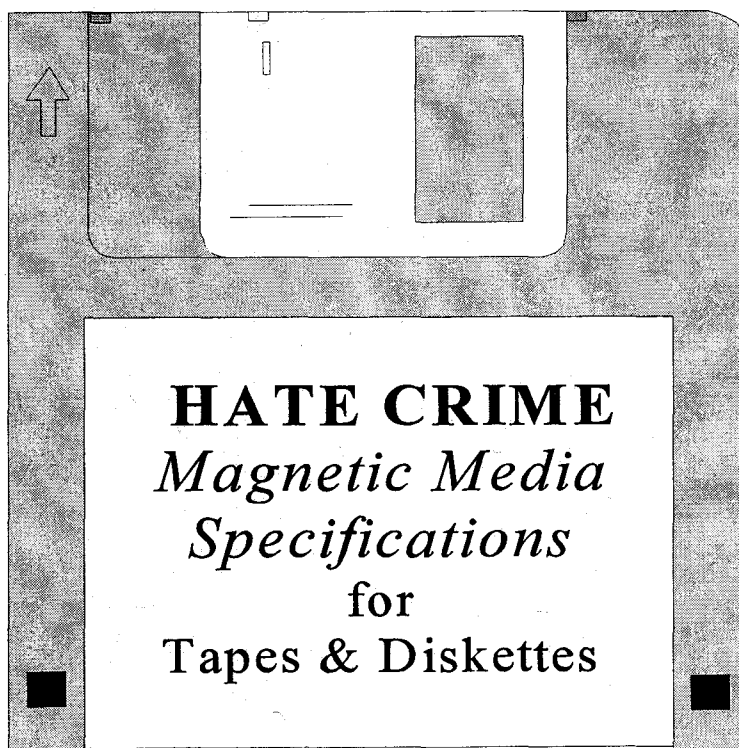




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## Summary Reporting System

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Uniform Crime Reporting  
January 1997

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## 1. Overview

### Overview of Hate Crime Submissions

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Hate crime statistical reporting data may be submitted to the FBI via four sources for processing and loading to the UCR Hate Crime database. These sources are: 1) NIBRS magnetic media; 2) paper data forms; 3) traditional UCR summary-based magnetic media; and 4) MS-DOS Personal Computer (PC) diskettes, formatted with DOS version 3.3 or greater. This manual addresses magnetic media sources 3 and 4 only.

After processing the hate crime data, an error list is returned to the participant. For summary-based tape submissions, a paper report is created. On diskette submissions, an error file is created on the diskette.

Both summary-based tape and diskette submissions have the same record format and layout. The "RECORD SOURCE" (position 2 of the record) field must contain an "S" for summary-based submissions and an "F" for diskette submissions. Other than the magnetic medium itself, the "RECORD SOURCE" field represents the only difference between the two types of data submission.

### Manual Sections

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Section 1 is a general overview of hate crime statistical reporting data submissions.

Section 2 is the general record layout specifications for data submissions.

Section 3 is a detailed record layout specification for data submissions, which includes field formats, data validation rules, and error messages for each field.

Section 4 describes error reporting for both types of hate crime data submissions.

Section 5 is a numerically ordered listing of all possible error messages along with the name of the field in error.



## 2. General Record Layout

### Record Layout for Hate Crime Submissions

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Hate crime records on summary-based tape submissions and PC diskettes must have the file layout as specified in Figure 1.

Records written to magnetic tape must be written 1 record per physical block (RECFM=U).

It should be noted that PC submissions must have a file name of "HATECR.UCR". The "HATECR.UCR" file must be a standard ASCII text file with a CR/LF (carriage return/line feed) at the end of each record.

<u>Position</u>	<u>Type</u>	<u>Description</u>
1	A1	Record Indicator - must be "H"
2	A1	Record Source
3	A1	Record Type
4 - 11	A8	Date of Unload
12 - 20	A9	ORI Code
21 - 32	A12	Incident Number
33	A1	Zero Reporting Indicator
34	A1	Zero Reporting Quarter Indicator
35 - 38	A4	Zero Reporting Year Indicator
39 - 46	A8	Incident Date
47 - 49	A3	Total Victims
50 - 51	A2	Number of Offenders
52	A1	Offenders' Race
Offense Data Group (53-68) occurs 10 times		
53 - 54	A2	Offense Code (#1)
55 - 57	A3	Number of Victims (#1)
58 - 59	A2	Location Code (#1)
60 - 61	A2	Bias Motivation (#1)
62 - 68	A7	All Applicable Victim Type(s) (#1)
69 - 84	A16	Offense Data Group (#2)
85 - 100	A16	Offense Data Group (#3)
101 - 116	A16	Offense Data Group (#4)
117 - 132	A16	Offense Data Group (#5)
133 - 148	A16	Offense Data Group (#6)
149 - 164	A16	Offense Data Group (#7)
165 - 180	A16	Offense Data Group (#8)
181 - 196	A16	Offense Data Group (#9)
197 - 212	A16	Offense Data Group (#10)

Figure 1

## 3. Detailed Record Layout

Detailed Record Layout, Valid Values, and Error Messages

<u>POSITION</u>	<u>TYPE</u>	<u>DESCRIPTION</u>
1	A1	<u>RECORD INDICATOR</u> 'H' = Hate Crime
	<u>Error</u>	<u>Message</u>
	001	INVALID CODE=? ** (See page 11.)
2	A1	<u>RECORD SOURCE</u> 'F' = Floppy diskette 'S' = Summary tape
	<u>Error</u>	<u>Message</u>
	002	INVALID CODE=?
	003	ALL RECORDS MUST HAVE THE SAME RECORD SOURCE CODE OF '?' NOT '?'
	053	MUST BE AN ON-LINE TERMINAL TO UPLOAD RECORDS (*DEVICE=?) (Note: Must be 'F' and submitted in PC mode on-line.)
	054	SUMMARY TAPE MAY BE SUBMITTED IN BATCH MODE ONLY (*DEVICE=?) (Note: Must be 'S' and submitted in batch mode.)
3	A1	<u>RECORD TYPE</u> 'A' = Add 'D' = Delete 'M' = Modify (Note: This will delete the information already on file, and add all the information in this record.)
	<u>Error</u>	<u>Message</u>
	004	INVALID CODE=?
4 - 11	A8	<u>DATE OF UNLOAD</u> This is the date the diskette/tape was created. Must be formatted YYYYMMDD. (e.g., "19920331")
	<u>Error</u>	<u>Message</u>
	005	INVALID DATE=?
	006	FBI PROCESSING DATE CANNOT BE EARLIER THAN UNLOAD DATE=?
12 - 20	A9	<u>ORI CODE</u> For state/local submissions the last two positions (19-20) must be '00'.
	<u>Error</u>	<u>Message</u>
	007	MUST BE A VALID UCR ORI=?
	008	ALL ORIs ON THIS SUBMISSION MUST BE FROM STATE=?
	055	ALL ORIs ON FEDERAL SUBMISSIONS MUST HAVE SAME DEPARTMENT OF '?' NOT '?' (Note: Character position 8 of the ORI uniquely identifies the federal department.)
	056	ALL ORI SUBMISSIONS MUST BE STATE OR FEDERAL, NOT MIXED (ORI=?)
	057	MUST BE A VALID FEDERAL CODE=? (Note: Character positions 8-9 of the ORI are the federal agency code.)
21 - 32	A12	<u>INCIDENT NUMBER</u> Left-justified with blank right-fill.
	<u>Error</u>	<u>Message</u>
	009	MUST BE LEFT-JUSTIFIED=?
	010	VALID CHARACTERS ARE A-Z, 0-9, HYPHEN, AND/OR BLANKS=?
	012	INCIDENT NUMBER MUST BE BLANK WHEN SENDING A ZERO REPORTING RECORD





## Detailed Record Layout, Valid Values, and Error Messages

POSITION	TYPE	DESCRIPTION	
53 - 54	A2	Offense Code	
		'01' = MURDER	
		'02' = FORCIBLE RAPE	
		'03' = ROBBERY	
		'04' = AGGRAVATED ASSAULT	
		'05' = BURGLARY	
		'06' = LARCENY-THEFT	
		'07' = MOTOR VEHICLE THEFT	
		'08' = ARSON	
		'09' = SIMPLE ASSAULT	
		'10' = INTIMIDATION	
		'11' = DESTRUCTION/DAMAGE/VANDALISM	
	<u>Error</u>	<u>Message</u>	
	028	INVALID CODE=?	
	029	MUST HAVE AT LEAST ONE OFFENSE CODE FOR AN INCIDENT REPORT	
	030	CANNOT HAVE A DUPLICATE OFFENSE ENTERED	
55 - 57	A3	Number of Victims	
		<u>Error</u>	<u>Message</u>
		031	MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED
		032	CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK
		033	MUST BE NUMERIC, NUMBER OF VICTIMS=?
034	CANNOT BE ZERO		
58 - 59	A2	Location Code	
		'01' = AIR/BUS/TRAIN TERMINAL	
		'02' = BANK/SAVINGS AND LOAN	
		'03' = BAR/NIGHT CLUB	
		'04' = CHURCH/SYNAGOGUE/TEMPLE	
		'05' = COMMERCIAL/OFFICE BUILDING	
		'06' = CONSTRUCTION SITE	
		'07' = CONVENIENCE STORE	
		'08' = DEPARTMENT/DISCOUNT STORE	
		'09' = DRUG STORE/DR.'S OFFICE/HOSPITAL	
		'10' = FIELD/WOODS	
		'11' = GOVERNMENT/PUBLIC BUILDING	
		'12' = GROCERY/SUPERMARKET	
		'13' = HIGHWAY/ROAD/ALLEY/STREET	
		'14' = HOTEL/MOTEL/ETC.	
		'15' = JAIL/PRISON	
		'16' = LAKE/WATERWAY	
		'17' = LIQUOR STORE	
		'18' = PARKING LOT/GARAGE	
		'19' = RENTAL STORAGE FACILITY	
		'20' = RESIDENCE/HOME	
		'21' = RESTAURANT	
		'22' = SCHOOL/COLLEGE	
		'23' = SERVICE/GAS STATION	
		'24' = SPECIALTY STORE (TV,FUR,etc.)	
'25' = OTHER/UNKNOWN			
	<u>Error</u>	<u>Message</u>	
	035	INVALID CODE=?	
	036	MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED	
	037	CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK	



Detailed Record Layout, Valid Values, and Error Messages

OFFENSE DATA GROUP (#1) ... continued ...

POSITION	TYPE	DESCRIPTION
60 - 61	A2	Bias Motivation '11' = ANTI-WHITE '12' = ANTI-BLACK '13' = ANTI-AMERICAN INDIAN/ALASKAN NATIVE '14' = ANTI-ASIAN/PACIFIC ISLANDER '15' = ANTI-MULTI-RACIAL GROUP '21' = ANTI-JEWISH '22' = ANTI-CATHOLIC '23' = ANTI-PROTESTANT '24' = ANTI-ISLAMIC (MOSLEM) '25' = ANTI-OTHER RELIGION '26' = ANTI-MULTI-RELIGIOUS GROUP '27' = ANTI-ATHEISM/AGNOSTICISM '32' = ANTI-HISPANIC '33' = ANTI-OTHER ETHNICITY/NATIONAL ORIGIN '41' = ANTI-MALE HOMOSEXUAL (GAY) '42' = ANTI-FEMALE HOMOSEXUAL (LESBIAN) '43' = ANTI-HOMOSEXUAL (GAY AND LESBIAN) '44' = ANTI-HETEROSEXUAL '45' = ANTI-BISEXUAL '51' = ANTI-PHYSICAL DISABILITY '52' = ANTI-MENTAL DISABILITY

Error	Message
038	INVALID CODE=?
039	MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED
040	CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK

POSITION	TYPE	DESCRIPTION
62 - 68	A7	Victim Type 'I' = INDIVIDUAL 'B' = BUSINESS 'F' = FINANCIAL INSTITUTION 'G' = GOVERNMENT 'R' = RELIGIOUS ORGANIZATION 'S' = SOCIETY/PUBLIC 'O' = OTHER 'U' = UNKNOWN

Error	Message
041	INVALID CODE=?
042	MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED
043	CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK
044	VICTIM TYPE MUST BE 'I' WITH OFFENSE CODES - '01', '02', '04', '09', OR '10'
046	CANNOT HAVE A DUPLICATE VICTIM TYPE ENTERED
047	WITH VICTIM TYPE 'U' (UNKNOWN), NO OTHER ENTRY IS ALLOWED

OFFENSE DATA GROUP (#1)

69 - 84	A16	OFFENSE DATA GROUP (#2)
85 - 100	A16	OFFENSE DATA GROUP (#3)
101 - 116	A16	OFFENSE DATA GROUP (#4)
117 - 132	A16	OFFENSE DATA GROUP (#5)
133 - 148	A16	OFFENSE DATA GROUP (#6)
149 - 164	A16	OFFENSE DATA GROUP (#7)
165 - 180	A16	OFFENSE DATA GROUP (#8)
181 - 196	A16	OFFENSE DATA GROUP (#9)
197 - 212	A16	OFFENSE DATA GROUP (#10)

Other Error Messages

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1. If a Zero Reporting record already exists for the quarter, an error will result.

<u>Error</u>	<u>Message</u>
049	ZERO REPORTING RECORD ALREADY ON FILE -- PREVIOUSLY ADDED ON [?..?]

2. If a Zero Reporting record does not exist, then it cannot be deleted.

<u>Error</u>	<u>Message</u>
050	ZERO REPORTING RECORD IS NOT ON FILE -- UNABLE TO DELETE

3. When sending a Zero Reporting record, there should be no data in the Incident-related fields (e.g., Incident Date, Total Victims, Number of Offenders, etc.) (positions 39 - 212).

<u>Error</u>	<u>Message</u>
013	ALL INCIDENT RELATED FIELDS MUST BE BLANK WHEN SENDING A ZERO REPORTING RECORD

4. If a Hate Crime Offense from an ORI is already on file for the quarter, an error will result when trying to submit a Zero Reporting record for that ORI and quarter.

<u>Error</u>	<u>Message</u>
051	HATE CRIME OFFENSE ALREADY EXISTS FOR QTR=?, YR=?, ORI=?

5. If a Hate Crime Incident is already on file, an error will result when attempting an add.

<u>Error</u>	<u>Message</u>
052	INCIDENT=?, ALREADY EXISTS FOR ORI=?

6. When deleting a Hate Crime Incident, there should be no data in the Incident-related fields (e.g., Incident Date, Total Victims, Number of Offenders, etc.) (positions 39 - 212).

<u>Error</u>	<u>Message</u>
059	UNNECESSARY INCIDENT FIELDS MUST BE BLANK IF DELETING A HATE CRIME INCIDENT

Not In Error

---

If a Hate Crime Incident is sent that would fall within the quarter of a previously submitted Zero Reporting record, the existing Zero Reporting record would be automatically deleted by the FBI.



4. Error Reporting

Overview of Hate Crime Error Reporting

---

As previously mentioned, hate crime data submissions are validated during the upload process, and any data in error are rejected. Data in error for summary-based submissions receive a paper report of all errors detected. Data in error for PC diskette submissions are placed in an error file (named "ERRORS.UCR") on that diskette (see Figure 6).

Error Report For Summary-Based Submissions

---

The error report consists of three parts. The first part is a listing of any and all errors detected within each record as shown in Figure 2.

ORI	INCIDENT	FIELD DESCRIPTION	POSITION	ERROR	MESSAGE
LA0010000	123456789012	GROUP #10 VICTIM #4	209-209	044	VICTIM TYPE MUST BE '1' WITH OFFENSE CODES - '01', '02', '04', '09', OR '10'
LA0010000	123456789012	RECORD TYPE	003-003	049	ZERO REPORTING RECORD ALREADY ON FILE - ADDED 03/31/1992.08:00:00

Figure 2

Error Report For Summary-Based Submissions

The second part of the error report is a summary listing indicating totals for each type of error message encountered (as in Figure 3).

03/31/92		ERROR LISTING FOR JOB: XXXXXXXX		PAGE: 20
08:00:00		HATE CRIME SUMMARY-BASED		
REPORTING				
TOTAL	ERROR	MESSAGES ENCOUNTERED DURING THIS SUBMISSION		
1	001	INVALID CODE=?		
7	002	INVALID CODE=?		
23	003	ALL RECORDS MUST HAVE THE SAME RECORD SOURCE CODE OF '7' NOT '7'		
1	004	INVALID CODE=?		
6	005	INVALID DATE=?		
		• • •		

Figure 3

The third part is a summary listing the totals for each type of record processed (as in Figure 4).

03/31/92		ERROR LISTING FOR JOB: XXXXXXXX		PAGE: 25
08:00:00		HATE CRIME SUMMARY-BASED REPORTING		
RECORDS PROCESSED	:		45	
ERROR RECORDS	:		45	
ZERO REPORTING RECORDS				
ADDED	:		0	
DELETED	:		0	
MODIFIED	:		0	
MODIFY REQUESTED, BUT WAS ADDED	:		0	
DELETED DUE TO HATE CRIME ADD IN SAME QUARTER:	:		0	
HATE CRIME RECORDS				
ADDED	:		0	
DELETED	:		0	
MODIFIED	:		0	
MODIFY REQUESTED, BUT WAS ADDED	:		0	
*** END OF REPORT ***				

Figure 4



ERRORS.UCR Record Layout for Diskette Submissions

For diskette hate crime data submissions, the "ERRORS.UCR" file is created during the uploading of the "HATECR.UCR" data file. The errors file is also a standard ASCII text file. Upon successful completion of the upload process, this file will always contain at least one or more records, where the last record in the file will indicate that the upload data file was processed in its entirety (see Figure 5).

```
***** PC DATA PROCESSED ON: 03/31/92 08:00:00.0 *****
```

Figure 5

Each record in the file will have the layout as specified in Figure 6.

<u>Position</u>	<u>Type</u>	<u>Description</u>
1 - 9	A9	ORI Code Written for all errors.
10 - 21	A12	Incident Number Only present on Hate Crime Incident errors.
22 - 23	A2	Offense Data Group Only present on Hate Crime Incident errors. This reflects which of the 10 offense segments is in error. For example, if an error was detected on the fifth offense segment, "05" would be placed here. This field is not the offense code; it is the position code of the offense within the record.
24	A1	Zero Reporting Quarter Indicator Only present on Zero Reporting record errors.
25 - 28	A4	Zero Reporting Year Indicator Only present on Zero Reporting record errors.
29 - 106	A78	Error Message Written for all errors.
107 - 109	A3	Error Number Written for all errors. This will be a unique number for each type of error.

Figure 6

## 5. Error Messages

## Error Messages in Numerical Order

Error Number	Message Text Referenced data field in HATECR.UCR
001	INVALID CODE=? ** Record Indicator
002	INVALID CODE=? Record Source
003	ALL RECORDS MUST HAVE THE SAME RECORD SOURCE CODE OF '?' NOT '?' Record Source
004	INVALID CODE=? Record Type
005	INVALID DATE=? Date of Unload
006	FBI PROCESSING DATE CANNOT BE EARLIER THAN UNLOAD DATE=? Date of Unload
007	MUST BE A VALID UCR ORI=? ORI Code
008	ALL ORIs ON THIS SUBMISSION MUST BE FROM STATE=? ORI Code
009	MUST BE LEFT-JUSTIFIED=? Incident Number
010	VALID CHARACTERS ARE A-Z, 0-9, HYPHEN, AND/OR BLANKS=? Incident Number
011	INVALID CODE=? Zero Reporting Indicator
012	INCIDENT NUMBER MUST BE BLANK WHEN SENDING A ZERO REPORTING RECORD Incident Number
013	ALL INCIDENT-RELATED FIELDS MUST BE BLANK WHEN SENDING A ZERO REPORTING RECORD Refers to positions 39 through 212 (i.e., Incident-related data)
014	INVALID CODE=? Zero Reporting Quarter
015	MUST BE ENTERED WHEN ZERO REPORTING INDICATOR IS A 'Z' Zero Reporting Quarter
016	CANNOT BE ENTERED WHEN ZERO REPORTING INDICATOR IS A BLANK Zero Reporting Quarter
017	MUST BE ENTERED WHEN ZERO REPORTING INDICATOR IS A 'Z' Zero Reporting Year
018	CANNOT BE ENTERED WHEN ZERO REPORTING INDICATOR IS A BLANK Zero Reporting Year
019	INVALID YEAR=? Zero Reporting Year
020	QTR=?, YR=? (i.e.,=?) CANNOT BE AFTER UNLOAD DATE=? Zero Reporting Year

\*\* Note: The '?' in the error messages indicates where the data in error would be placed.



### Error Messages for Hate Crime Upload

---

<u>Error Number</u>	<u>Message Text / Referenced data field in HATECR.UCR</u>
021	CANNOT BE EARLIER THAN 01/01/1991, INCIDENT DATE=? Incident Date
022	MUST BE A VALID DATE, INCIDENT DATE=? Incident Date
023	INCIDENT DATE=? CANNOT BE AFTER UNLOAD DATE=? Incident Date
024	MUST BE ENTERED WHEN A VICTIM TYPE IS 'I' (INDIVIDUAL) Total Victims
025	MUST BE NUMERIC Total Victims
026	MUST BE A NUMERIC ENTRY BETWEEN 00-99, NUMBER OF OFFENDERS=? Number of Offenders
027	INVALID CODE=? Offenders' Race
028	INVALID CODE=? Offense Code
029	MUST HAVE AT LEAST ONE OFFENSE CODE FOR AN INCIDENT REPORT Offense Code
030	CANNOT HAVE A DUPLICATE OFFENSE ENTERED Offense Code
031	MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED Number of Victims
032	CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK Number of Victims
033	MUST BE NUMERIC, NUMBER OF VICTIMS=? Number of Victims
034	CANNOT BE ZERO Number of Victims
035	INVALID CODE=? Location Code
036	MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED Location Code
037	CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK Location Code
038	INVALID CODE=? Bias Motivation
039	MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED Bias Motivation
040	CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK Bias Motivation

### Error Messages for Hate Crime Upload

---

Error Number	Message Text / Referenced data field in HATECR.UCR
041	INVALID CODE=? Victim Type
042	MUST BE ENTERED WHEN THE OFFENSE CODE IS ENTERED Victim Type
043	CANNOT BE ENTERED WHEN THE OFFENSE CODE IS BLANK Victim Type
044	VICTIM TYPE MUST BE 'I' WITH OFFENSE CODES - '01', '02', '04', '09', OR '10' Victim Type
045	GREATER THAN THE SUM OF OFFENSES WITH INDIVIDUAL VICTIMS (???) Total Victims, Number of Victims, Victim Type
046	CANNOT HAVE A DUPLICATE VICTIM TYPE ENTERED Victim Type
047	WITH VICTIM TYPE 'U' (UNKNOWN), NO OTHER ENTRY IS ALLOWED Victim Type
048	CANNOT BE ENTERED WHEN THERE ARE NO INDIVIDUAL VICTIMS Total Victims, Victim Type
049	ZERO REPORTING RECORD ALREADY ON FILE -- PREVIOUSLY ADDED ON [?..?] Record Type, Zero Reporting Indicator
050	ZERO REPORTING RECORD IS NOT ON FILE -- UNABLE TO DELETE Record Type, Zero Reporting Indicator
051	HATE CRIME OFFENSE ALREADY EXISTS FOR QTR=?, YR=?, ORI=? Record Type, Zero Reporting Indicator (attempting a Zero add)
052	INCIDENT=?, ALREADY EXISTS FOR ORI=? Record Type, ORI Code, Incident Number
053	MUST BE AN ON-LINE TERMINAL TO UPLOAD RECORDS (*DEVICE=?) Record Source (must be "F" and submitted in PC mode on-line)
054	SUMMARY TAPE MAY BE SUBMITTED IN BATCH MODE ONLY (*DEVICE=?) Record Source (must be "S" and submitted in batch mode)
055	ALL ORIs ON FEDERAL SUBMISSIONS MUST HAVE SAME DEPARTMENT OF '?' NOT '?' ORI Code (character position 8 of the ORI contains the federal department)
056	ALL ORI SUBMISSIONS MUST BE STATE OR FEDERAL, NOT MIXED (ORI=?) ORI Code
057	MUST BE A VALID FEDERAL CODE=? ORI Code (character positions 8-9 of the ORI are the federal agency code)
058	MUST BE BLANK IF DELETING A HATE CRIME INCIDENT Zero Reporting Indicator
059	UNNECESSARY INCIDENT FIELDS MUST BE BLANK IF DELETING A HATE CRIME INCIDENT Refers to positions 39 through 212 (i.e., Incident-related data)

