


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "UNIFORM CRIME REPORTING"	ORDER NUMBER: 73-2
		PLEAC STANDARD: 4.12.1	PAGE 1 OF 2
REISSUE DATE: 2/28/2017	EFFECTIVE DATE: 10-30-11	ANNUAL REVIEW DATE: OCTOBER	RESCINDS: NONE
			AMENDS: NONE

1.0 POLICY

1.1 It is the policy of the Pittsburgh Bureau of Police (PBP) to comply with the requirements of the Uniform Crime Reporting Acts (20 P.S. sections 20.101, 20.301-20.305 and 20.501 – 20.509) and (Act 2004-180 (S.B. 668), section 301). These Acts require all Commonwealth law enforcement agencies to report crime statistics to the Pennsylvania State Police.

2.0 PURPOSE

2.1 The purpose of this order is to establish procedures and responsibilities related to the reporting of crime information to the Pennsylvania State Police (PSP) for use in the Pennsylvania Crime Reporting System.

3.0 DEFINITIONS

- 3.1 Pennsylvania Uniform Crime Reporting (UCR) - A program established by law which provides Statewide information on crime trends and volume based on the reporting of statistics by law enforcement agencies throughout the Commonwealth.
- 3.2 Pennsylvania Uniform Crime Reporting System (PAUCRS) - A World Wide Web-based data collection and dissemination system used to facilitate operation of the Pennsylvania Uniform Crime Reporting program.
- 3.3 County and local law enforcement agencies - Any city, borough, town, or township or county police agency or organization that possesses general police powers and is charged with making arrests in connection with the enforcement of criminal or traffic laws and employs law enforcement officers duly certified under the former act of June 18, 1974 (P.L. 359, No 120), referred to as the Municipal Police Education and Training Law, or 53 Pa.C.S. Ch. 21 Subchapter D (related to Municipal Police Education and Training).

4.0 UNIFORM CRIME REPORTING

4.1 Uniform crime reporting is mandated by Pennsylvania Title 18, the Uniform Crime Reporting Act, Chapter 5.

4.2 Monthly reporting

- 4.2.1 The Bureau shall report statistical information related to the number and nature of offenses occurring, the disposition of such matters and such other related information as the Pennsylvania State Police may require to support the Uniform Crime Reporting System.
- 4.2.2 Such statistical reporting shall be consistent with established UCR guidelines in a manner as prescribed by the Pennsylvania State Police, and shall reflect statistics based upon the bureau's monthly increments for any information required to be submitted.

5.0 RESPONSIBILITIES

5.1 Support Services – Central Records and Reporting Unit (CRRU)

- 5.1.1 CRRU personnel shall code all reports generated by the PBP and cause this data to be placed into the Records Management System (RMS).

5.1.2 At the end of each reporting period, a supervisor from CRRU shall notify their counterpart at City Information Systems that all reports from that period have been coded and inputted into RMS.

5.2 Department of Innovation and Performance (I & P)

5.2.1 Upon notification from a CRRU supervisor that the information from a certain reporting period has been inputted into RMS, (I & P) personnel shall initiate a 'database job' using the information from that reporting period to create a database file.

5.2.2 After the database file has been created, (I & P) personnel shall notify their counterpart in the Crime Analysis Section that the database file has been created.

5.3 Crime Analysis Section (CAS)

5.3.1 Upon notification from CIS that a UCR database file has been created, CAS personnel shall upload that database file to the appropriate agency/office within the Commonwealth UCR system.

5.3.2 CAS personnel shall ensure UCR data is being forwarded in the proper format as prescribed by the PSP and the UCR Act.

5.3.3 CAS personnel shall ensure UCR data is being forwarded within the proper time lines as prescribed by the PSP and the UCR Act.

Approved By:



Scott Schubert
Chief of Police