

Boilerplate language to be sent (via email) to State UCR Program Managers

DRAFT

To: State Program Manager

CC: CJIS Systems Officer

I am following up an e-mail that you hopefully have already received from Amy Blasher of the Federal Bureau of Investigation's (FBI) Crime Data Modernization (CDM) Team discussing the work that MITRE is doing to assist the FBI's CDM project by performing the National Incident-Based Reporting System (NIBRS) Modernization Study. <Charles Watson, Daniel Bibel> and I are part of the study team and would like to schedule some time to meet with you and discuss this project. While we are in your area, we are hoping to be able to visit nearby law enforcement agencies, potentially including at least one municipal police department and one tribal agency. The purpose of these visits will be to meet personnel who are responsible for reporting their crime statistics to better understand what may prevent participation in the NIBRS and to collect information about concerns and issues that may impede an agency's ability to report their crime statistics to the FBI.

The CDM project is investigating three broad areas in our talks with state Uniform Crime Reporting (UCR) Program Managers and other local law enforcement agencies: 1) crime reporting activities, 2) preparedness for the NIBRS 2021 cutover, and 3) recommendations for NIBRS improvements. We will be speaking with law enforcement agencies that will have to make the transition from Summary reporting to the NIBRS by the 2021 transition deadline and to those agencies that are currently reporting NIBRS data to the state (or directly to the FBI).

We'd like to ask for your help and advice in selecting these agencies to be interviewed. One of the agencies we have thought about visiting is the <Insert selected agency here>. However, we would appreciate talking with you to select some other agencies to visit in the area. We anticipate that we would want to meet with one or more representatives from each department to conduct these interviews and that these interviews are estimated to take approximately an hour and a half.

Sincerely,

<Dan Bibel/Charles Watson>