



STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC SAFETY  
STATISTICAL ANALYSIS AND REPORTING SECTION  
1111 Country Club Road  
Middletown, CT 06457-2389  
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May 20, 2008

Dear Participant:

UCR Training Program on July 23 and July 24, 2008

You are invited to attend a FREE FBI training session on the Uniform Crime Reporting Program's Summary Reporting System. FBI experts from Criminal Justice Information Services, (CJIS) will conduct this training. This is an opportunity that should not be missed. This training has not been offered in Connecticut in recent years, and due to the reduction in government travel, it won't be offered again in the foreseeable future.

This training will ensure your agency's records staff are properly collecting UCR summary data that define your jurisdiction's level of crime. We have found through informal reviews that some agencies do not classify their crime correctly, affecting the total picture of crime in the community. It will ensure that your staff has a clear understanding of classifying crimes in the Uniform Crime Reporting System.

DAY ONE:

- Historical background of the UCR Summary program
- Hierarchy rule
- Offense definitions
- Classifying & scoring procedures
- Forms preparation

DAY TWO:

- Form accuracy
- Focus on the Supplement to Return A & establishing property value
- Interactive scenarios on capturing specific details
- The analytical value of comprehensive Summary reporting

In addition, there will an opportunity to review Family Violence, Bias and LEOKA Offense Reports.

This is "must have" training designed for civilian and sworn personnel, both those who enter incidents and those responsible for signing off on them. There will be specific time set aside to answer police department questions (what-ifs).

The response to this program has been very positive and in order to accommodate everyone, the location has been changed. THIS CLASS WILL NOW BE HELD AT THE DEPARTMENT OF PUBLIC SAFETY, 1111 Country Club Road, Middletown CT, Room 245. Sessions will begin at 8:00 am, and are scheduled to end by 4:30 pm.

There is NO FEE, and all materials will be provided. SAVE THIS DATE!

We will be providing this information to your records personnel via email in the next week or so.

Please have someone from your staff contact us by Wednesday, June 4, 2008 to advise whether your agency can participate, and how many seats we should hold for you. The coordinator for this training is Pearl Reyes, 860 685-8030, [pearl.reyes@po.state.ct.us](mailto:pearl.reyes@po.state.ct.us)

Sincerely,

*Lois Desmarais*

Lois Desmarais  
Planning Specialist  
Crimes Analysis Unit