



February 22, 2010

Mr. Benjamin J. Allen, PhD, President  
University of Northern Iowa  
1227 West 27<sup>th</sup> St.  
Cedar Falls, IA 50614

Certified Mail  
Return Receipt Requested  
7008-3230-0000-0109-9936

RE: **Program Review Report**  
OPE ID: **00189000**  
PRCN: **2009 3 07 26934**

Dear Mr. Allen:

From April 21, 2009 through April 24, 2009, Ms. Geneva Leon, Ms. Linda Shewack, and Mr. Clifton Knight conducted a review of University of Northern Iowa's (UNI's) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The findings of that review are presented in the enclosed report.

Findings of noncompliance are referenced to the applicable statutes and regulations and specify the action required to comply with the statute and regulations. Please review the report and respond to each finding, indicating the corrective actions taken by UNI. The response should include a brief, written narrative for each finding that clearly states UNI's position regarding the finding and the corrective action taken to resolve the finding. Separate from the written narrative, UNI must provide supporting documentation as required in each finding.

Please note that pursuant to HEA section 498A(b), the Department is required to:

- (1) provide to the institution an adequate opportunity to review and respond to any preliminary program review report<sup>1</sup> and relevant materials related to the report before any final program review report is issued;
- (2) review and take into consideration an institution's response in any final program review report or audit determination, and include in the report or determination –
  - a. A written statement addressing the institution's response;
  - b. A written statement of the basis for such report or determination; and
  - c. A copy of the institution's response.

<sup>1</sup> A "preliminary" program review report is the program review report. The Department's final program review report is the Final Program Review Determination (FPRD).

The Department considers the institution's response to be the written narrative (to include e-mail communication). Any supporting documentation submitted with the institution's written response will not be attached to the FPRD. However, it will be retained and available for inspection by UNI upon request. Copies of the program review report, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after the FPRD is issued.

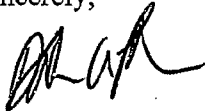
The institution's response should be sent directly to Linda Shewack of this office within 30 calendar days of receipt of this letter.

**Record Retention:**

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims, or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We express our appreciation for the courtesy and cooperation extended during the review. Please refer to the above Program Review Control Number (PRCN) in all correspondence relating to this report. If you have any questions concerning this report, please contact Linda Shewack at 202-377-4071 or [Linda.Shewack@ed.gov](mailto:Linda.Shewack@ed.gov).

Sincerely,



Ralph LoBosco  
Area Case Director  
School Participation Team-SC, Kansas City

cc: Mr. David Zarifis, Director of Public Safety

Enclosure: Preliminary Program Review Report

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Prepared for

**University of Northern Iowa**



START HERE  
GO FURTHER  
FEDERAL STUDENT AID

OPE ID: 00189000

PRCN: 200930726934

Prepared by

**U.S. Department of Education**

**Federal Student Aid**

**School Participation Team - Kansas City**

# Program Review Report

February 22, 2010

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## **A. Institutional Information**

**University of Northern Iowa**  
**1227 W. 27<sup>th</sup> Street**  
**Cedar Falls, IA 50614**

**Type:** Public

**Highest Level of Offering:** Master's Degree or Doctor's Degree

**Accrediting Agency:** North Central Association of Colleges and Schools

**Current Student Enrollment:** 8,459 (2008/2009)

**% of Students Receiving Title IV:** 71.6% (2008-2009 Award Year)

**Title IV Participation, Per U.S. Department of Education Data Base**  
**(Postsecondary Education Participants System):**

### **2007/2008 Award Year**

Federal Pell Grant	\$ 7,035,483
Federal Supplemental Educational Opportunity Grant (FSEOG)	\$ 597,991
Federal Work Study (FWS)	\$ 662,990
Federal Perkins Loan Program (Perkins)	\$ 2,394,587
Federal Direct Loan Program (FDL)	\$58,104,021
<b>Total</b>	<b>\$68,795,072</b>

<b>Default Rate FFEL/DL:</b>	<b>2007</b>	<b>1.9%</b>
	<b>2006</b>	<b>1.8%</b>
	<b>2005</b>	<b>1.3%</b>

<b>Default Rate Perkins:</b>	<b>2007</b>	<b>5.5%</b>
	<b>2006</b>	<b>4.0%</b>
	<b>2005</b>	<b>3.8%</b>

Located in Cedar Falls, IA, the UNI Department of Public Safety has 18 sworn police officers supplemented by a Student Patrol comprised of 15 to 20 students who assist in providing various non-law enforcement services to the campus community. The Department has officers on duty 24-hours a day seven days a week. Pursuant to state statutes, UNI officers possess full powers to detain, investigate, and arrest. Jurisdictional authority is state-wide in matters involving UNI. Mutual aid agreements with other law enforcement agencies may result in the extension of enforcement authority beyond university boundaries.

## **B. Scope of Review**

The U.S. Department of Education (the Department; ED) conducted a program review at the University of Northern Iowa (the University; UNI) from April 21-24, 2009. The review was conducted by Ms. Geneva Leon, Ms. Linda Shewack, and Mr. Clifton Knight.

The focus of the review was to evaluate UNI's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). UNI was selected from a sample of institutions of higher education with sworn police departments. Its selection was not the result of any specific complaint or allegation of non-compliance. The review consisted of an examination of UNI's police incident reports, arrest records, and disciplinary files as well as policies and procedures related to the Clery Act. Staff interviews were also conducted.

The Department's program review coincided with the Quality Assurance Review (QAR) that the Federal Bureau of Investigation (FBI)'s Criminal Justice Information Service (CJIS) Audit Unit conducted at UNI. The U.S. Department of Education is partnering with the CJIS Audit Unit (CAU) to ensure accurate crime reporting on America's college campuses. A copy of the CJIS report is attached as Appendix A. The CAU reviewed a total of 41 Part I Offenses and 35 Part II Offenses that were recorded from January 1, 2008 through December 31, 2008. The statistics on crimes reported to the institution in calendar year 2008 were required to be reported to the U.S. Department of Education by October 2009. The CAU's review identified 1 underreported UCR offense code as well as 3 underreported and 2 inaccurate information requirements as documented in the CJIS report.

The Department reviewed a sample of 71 campus police incident reports, 53 disciplinary reports, and 26 arrest citation reports from calendar year 2007. The files were selected randomly from a list of all incidents of crime reported to the UNI Police Department (UNIPD) or other campus security authority and from a listing of all arrests and disciplinary referrals for law violations involving alcohol, illegal drugs, illegal usage of controlled substances, and weapons offenses during the same calendar year. Approximately 18 incident reports were cross-checked against the daily crime log to ensure that crimes occurring within the patrol jurisdiction were entered properly on the log as required.

### **Disclaimer:**

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning UNI's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve UNI of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

While this report reflects the initial findings of the Department, they are not final. The Department will issue a Final Program Review Determination Letter at a later date.

### **C. Findings**

During the review, the following areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statutes and regulations and specify the actions to be taken by UNI to bring operations of its campus crime policies and procedures into compliance with the statutes and regulations.

#### **Finding # 1: Inaccurate Reporting of Campus Crime Statistics**

##### **Citation:**

Federal regulations require that participating institutions compile and publish statistics concerning the occurrence on campus of the following incidents: homicide, manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. In addition, the institution is required to disclose the numbers of arrests and referrals for disciplinary action related to violations of Federal or State drug, liquor and weapons laws. 34 C.F.R. § 668.46(c)(1)

##### **Noncompliance:**

UNI incorrectly reported the number of disciplinary actions for liquor law violations occurring on campus during the 2007 calendar year. The University reported to the Department of Education that 40 persons were referred for disciplinary actions based on liquor law violations during the year. However, according to UNI's records, the number of referrals should have been reported as 491.

The UNI Public Safety Department, the office of the Dean of Student Affairs, and Residential Life maintained records of crimes and disciplinary actions that were correctly categorized with regard to liquor law violations, and the correct number of referrals for disciplinary action was reported on UNI's web site. However, UNI directs students to view the campus security statistics either on the University's web site or on the Department's site and UNI is responsible for ensuring that accurate statistics are provided to the Department, students, employees and potential students and employees. Persons accessing the statistics via UNI's web site saw the correct statistics whereas persons who accessed the statistics on the Department's site did not.

The number of referrals for liquor law violations UNI reported to the Department, 40, appears to be in line with the number of incidents that occurred on campus, but not in the

residence halls. The number of referrals for liquor law violations that occurred in the residence halls should have been included in the entire “on campus” section.

As noted in Section B - Scope, this program review was planned and conducted as part of our partnership with the FBI’s CJIS Audit Unit. The CAU identified one underreported offense classification in the 41 Part 1 Offenses reviewed. (See Appendix A for the full report prepared by the CAU).

Failure to classify and disclose incidents of crime reported in an accurate and complete manner deprives the campus community of important security information.

UNI should have corrected any discrepancies relating to Clery reportable crimes noted by the FBI’s CJIS Audit Unit in the QAR report when it reported campus crime statistics to the Department for calendar year 2008. These crime statistics should be reflected in UNI’s 2009 annual security report, which should have been distributed no later than October 1, 2009.

**Required Action:**

The Clery Act requires institutions to report accurate statistics regarding campus crime and referrals for liquor, drug, and weapons violations. It also requires that these statistics be categorized geographically. UNI must enter crime statistics correctly when reporting to the Department’s OPE crime statistics web site. Incorrect reporting to the Department results in inaccurate information being provided to prospective and current students, parents, and employees when researching campus crime information via the Department’s web page. To ensure that UNI can report correct statistics, UNI must develop a means of compiling and recording the data so that a proper audit trail is established. Without a proper audit trail, an institution cannot demonstrate that it has accurately reported its statistics. Further, UNI must develop procedures to ensure that correct information is reported to the Department from the data it has compiled. A copy of these procedures must be submitted in response to this report

**Finding #2: Failure to Distribute the Campus Security Report (CSR) in Accordance with Federal Regulations**

**Citation:**

Federal regulations require institutions to provide the CSR to all current students and employees through appropriate publications and mailing. Acceptable means of delivery include regular U.S. Mail, hand delivery, or campus mail distribution to each individual or by posting on the institution’s Internet site. If an institution chooses to distribute its report by posting to an internet or intranet site, the institution must, by October 1 of each year, distribute a notice to all students and employees that includes a statement of the report’s availability and its exact electronic address, a description of its contents, as well as a statement that a paper copy will be provided upon request. *See 34 CFR § 668.41 (e).*



**Noncompliance:**

UNI failed to distribute its campus crime reports in accordance with Federal regulations. UNI met the requirement to publish its annual security report by October 1. However, for calendar years 2006 and 2007, UNI did not notify its students and employees regarding the availability of the report and the means of accessing it by the October 1 deadline. In fact, for 2007, UNI did not notify students and employees at all of the availability of the report once it determined the October 1 deadline has passed.

**Required Action:**

UNI must, going forward, notify its students and employees by October 1 that the annual security report is available. UNI must develop procedures to ensure that notification or distribution takes place before the October 1 deadline and submit a copy of those procedures in its response to this report. UNI must also provide a copy of the notification sent by October 1, 2009 as part of its response to this report.

**Finding #3: Insufficient Information Regarding Timely Warning**

**Citation:**

Federal regulations stipulate that an institution must include, in its annual security report, policies for making timely warning reports to members of the campus community regarding the occurrence of crimes described in paragraph (c)(1) of § 668.46. 34 C.F.R. § 668.46(b)(2)(i).

**Noncompliance:**

UNI's timely warning policy in its annual security report is insufficient. The report addresses timely warnings; however, it does not describe the mode of communication in which those warnings will be made.

During the review, institutional officials indicated that the institution does have a policy on how timely warnings decisions will be made and communicated. However, the campus security report does not identify what modes of communication will be used to inform the campus community should a timely warning be necessary. It is noted that the institution has recently implemented a new campus wide speaker system that will be used in the case of an imminent threat to the welfare of students and employees.

**Required Action:**

The University must include information in its annual security report that outlines what modes of communication will be used to alert the campus community of any imminent or ongoing threats that would require a timely warning. UNI must update its timely warning policy to include the mode of communication for disseminating such warnings to the campus community and submit a copy of that policy in its response to this report.

**Finding #4: Sexual Offense Policy Insufficient**

**Citation:**

Federal regulations require that institutions participating in Title IV, HEA federal aid programs must publish and distribute an annual security report that discloses campus security policies as well as crime statistics for the last three years. 34 C.F.R. § 668.46. The report must include the following information:

- (1) Procedures for campus disciplinary actions in the case of an alleged sexual offense to include a clear statement that both the accuser and the accused have the opportunity to have others present during a disciplinary proceeding. 34 C.F.R. § 668.46(b)(11)((vi)(A);

**Noncompliance:**

UNI's procedures for a disciplinary action involving an alleged sexual offense do not include a statement that the accused, as well as the accuser, has the opportunity to have others present during the disciplinary proceedings.

**Required action:**

UNI must update its procedures for campus disciplinary actions involving an alleged sexual offense to include a clear statement that both the accuser and the accused have the opportunity to have others present during a disciplinary proceeding. This statement must be included in UNI's annual campus security report or any information referred to in the report regarding the disciplinary procedures for a hearing or disciplinary action involving an alleged sexual offense. UNI must submit a copy of those procedures in its response to this report.

The institutional response to the findings in this report must be submitted to:

ATTN: Linda Shewack  
U.S. Department of Education  
Federal Student Aid/PC/SEC  
830 First Street, NE-UPC, Room 74B21  
Washington, DC 20002

Based on an evaluation of all available information including the institution's response, the team will determine appropriate additional actions and advise UNI of these in our Final Program Review Determination letter.

Questions and requests for recommendations and technical assistance should be directed to the review team. UNI may wish to review the Department's Handbook for Campus Crime Reporting available online at [www.ed.gov/admins/lead/safety/handbook.pdf](http://www.ed.gov/admins/lead/safety/handbook.pdf)



# **IBR Exit Briefing Local Agency Review**

**University Of Northern Iowa DPS**



## ***Quality Assurance Review***

*Shared Management  
Shared Responsibility  
Shared Success*

*A Partnership in Criminal Justice*

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## **Local Agency Review Process**

To adequately conduct a state Uniform Crime Reporting (UCR) Program Quality Assurance Review (QAR), the CJIS Audit Unit (CAU) reviews local agencies that contribute to the national Program through their respective state Programs. This helps evaluate the crime reports as they relate to data submission to the national UCR Program via the state UCR Program. The CAU staff contact these agencies through a designated Point of Contact (POC) approximately 45 days prior to the scheduled Review to gather information regarding the flow of reports from the time an incident is reported, to its classification, scoring, and submission to the national UCR Program. During the initial contact call, the auditors discuss logistics pertaining to the on-site Review with the agency POC and make preliminary plans regarding the Review. The CAU staff then follows up with written confirmation of the scheduled QAR to the Chief/Sheriff and UCR POC that will give general information concerning the QAR process.

The local agency QAR consists of three phases:

- Administrative Interview
- Data Quality Review
- Exit Briefing

### **Administrative Interview**

During the administrative interview, CAU staff learn how an agency manages crime reports and whether the data submitted to the national UCR Program comply with national definitions and guidelines or, if not, how the data are converted to national UCR Program standards prior to submission to the national UCR Program.

The interview is based on the agency's policies and procedures concerning the national UCR Program's standards, definitions and information requirements. Topics covered during the interview include:

- Duties and responsibilities of the UCR POC
- Records management system
- Routing Process
- Classification and Scoring
- Arrests
- Clearances
- Jurisdiction
- Property Values
- Offenders
- Hate Crime
- Law Enforcement Officers Killed or Assaulted (LEOKA)
- Updating/Quality Assurance
- State Program Services

## **Data Quality Review**

During the data quality review, the CAU staff reviews a predetermined number of Group A and Group B incidents based on a statistical sampling method used at the state level. Record counts are distributed to agencies based on their Return A record counts. Case files, including the officer's narrative and supplemental information, are then compared to data reported to the national UCR Program to determine if national standards and definitions were appropriately applied. The CAU staff then determine if these offenses were appropriately classified into the Group A and Group B offense categories for NIBRS reporting as defined by the national UCR Program. Additionally, the CAU staff reviews incidents to ensure Arrests, Hate Crimes, LEOKA, arrestee, victim, offender, property, etc., data are reported according to the national standards and definitions for NIBRS.

Overreported, underreported and inaccurate discrepancies can be scored for data elements within Group A incidents. CAU staff compare agency documentation with a NIBRS printout that encompasses the 56 data elements and note the following discrepancy categories:

- Overreported - Information reported was not documented in the case file.
- Underreported - Additional information is available in the case file and was not reported.
- Inaccurate – Information reported did not match the case report.

Discrepancies are documented for evaluation and discussion with local agency personnel and/or the state UCR Program manager.

## **Exit Briefing**

The CAU staff provides an exit briefing packet to the local agency that summarizes the findings based on the administrative interview and the data quality review. The exit briefing packet contains a brief description of all the topics covered during the administrative interview and documents local agency compliance with UCR guidelines. During the exit briefing, the CAU staff will review/discuss each of the discrepancies with the local agency UCR Point of Contact to verify the auditor's findings. The CAU staff will answer any questions the agency may have.

## Data Quality Results - Group A

The data quality portion of this QAR will help assess the state concerning conformance to policy, definitions and information requirements. Requirement One, NIBRS handbook page 2 "The state Program must conform to the national UCR Program's standards definitions and information requirements."

Month(s) **Jan-Dec 2008**  
Reviewed: \_\_\_\_\_

Total Group A  
Offenses Reviewed: **41**

### Offense / Definition Classification

Indicates data element 6 (UCR Offense Code) data element 15 (MVT only) and data element 23 (Crimes Against Person only).

Overreported **0**

Underreported **1**

Inaccurate **0**

### Information Requirements

Indicates all data elements EXCEPT data element 6 (UCR offense code) data element 15 (MVT only) and data element 23 (Crimes Against Person only).

Overreported **0**

Underreported **3**

Inaccurate **2**

**Total Group A Discrepancies:** **6**

### LEOKA

Overreported **0**

Underreported **0**

### Hate Crime

Total Hate  
Crime Reviewed: \_\_\_\_\_

Overreported **0**

Underreported **0**

Inaccurate **0**

Inaccurate  
from Data  
Element 8A **0**



## Data Quality Results - Group B

The data quality portion of this QAR will help assess the state concerning conformance to policy, definitions and information requirements. Requirement One, NIBRS handbook page 2 "The state Program must conform to the national UCR Program's standards definitions and information requirements."

Month(s) **Jan-Dec 2008**  
Reviewed: \_\_\_\_\_

Total Group B  
Records Reviewed: **35**

### Information Requirements

Indicates all data elements EXCEPT  
data element 6 (UCR offense code)

Overreported **0**

Underreported **0\*** **10**

Inaccurate **0**

**Total Group B Discrepancies:**

**0**

\*Indicates underreported Group A offenses found in Group B Arrest reports.

## **Administrative Interview Results**

The administrative interview portion of this QAR will help assess the state concerning conformance to policy, definitions and information requirements. Requirement One, NIBRS handbook page 2 "The state Program must conform to the national UCR Program's standards definitions and information requirements."

### **Scoring**

1 . For counting purposes, the agency:

- a. Counts one offense for each victim of a "Crime Against Persons" (UCR Handbook, NIBRS Edition, 1992, p. 29)

### **Meets UCR Guidelines**

- b. Counts one offense for each distinct operation or attempt for "Crime Against Property" except motor vehicle theft, where one offense is counted for each stolen vehicle. (UCR Handbook, NIBRS Edition, 1992, p.29)

### **Meets UCR Guidelines**

- c. Counts one offense for each "Crime Against Society" (UCR Handbook, NIBRS Edition, 1992, p.29)

### **Meets UCR Guidelines**

Comments:

### **Arrests**

2. "Arrestee data is to be reported for all persons apprehended for the commission of Group A or Group B Crimes (except Justifiable Homicide). The arrestee data to be reported describes the arrestee (e.g., his/her age, sex, race, etc.) and the circumstances of the arrest." (UCR Handbook, NIBRS Edition, 1992, p. 55)

### **Meets UCR Guidelines**

Comments:

**Clearances**

3. In order to clear an offense by exceptional means, each of the following four conditions must be met:

(UCR Handbook, NIBRS Edition, 1992, p. 34)

1. ☐ "The investigation must have clearly and definitely established the identity of at least one offender."
2. ☐ "Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender."
3. ☐ "The exact location of the offender must be known so that an arrest could be made."
4. ☐ "There must be a reason outside the control of law enforcement which prevents the arrest."

**Meets UCR Guidelines**

4. "The administrative closing of a case or the "clearing" of it by departmental policy does not permit exceptionally clearing an offense." (UCR Handbook, NIBRS Edition, 1992, p. 34))

**Meets UCR Guidelines**

Comments:

**Jurisdiction**

5. "To be certain that data is not reported more than once by overlapping jurisdictions." (UCR Handbook, NIBRS Edition, 1992, p. 6)

- a. "Agencies report only those offenses committed within the . . . boundaries. . ."

**Meets UCR Guidelines**

- b. "The recovery of property is reported only by the agency that first reported it missing and/or stolen, regardless of who or what agency recovered it." (UCR Handbook, NIBRS Edition, 1992, p. 6).

**Meets UCR Guidelines**

- c. "Agencies report only those arrests made for offenses committed within their own boundaries/jurisdictions." (UCR Handbook, NIBRS Edition, 1992, p. 6)

**Meets UCR Guidelines**

Comments:

**Property Values**

6. "Property information is to be submitted separately for each type of property loss. . ." (UCR Handbook, NIBRS Edition, 1992, p. 41)

**Meets UCR Guidelines**

7. Agency considers the following guidelines in the evaluation of property: (UCR Handbook, NIBRS Edition, 1992, p. 43 - 44)

- a. ☐ "Use fair market value..."
- b. ☐ "Use cost to the merchant (wholesale cost)..."
- c. ☐ "Use victim's evaluation..."
- d. ☐ "Use replacement cost or actual cash cost..."
- e. ☐ "When the victim obviously exaggerates the value of stolen/destroyed/damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement."

**Meets UCR Guidelines**

8. "The theft of nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be scored but no value recorded." (UCR Handbook, NIBRS Edition, 1992, p. 44) "Nonnegotiable instruments, documents requiring further action to become negotiable, e.g., unendorsed checks and unendorsed money orders..." (NIBRS, Volume 1: Data Collection Guidelines, 2000, p. 84)

**Meets UCR Guidelines**

9. "If the value is unknown, one dollar (\$1.00) which means unknown, i.e., 1=Unknown should be entered." (NIBRS, Volume 1: Data Collection Guidelines, 2000, p. 86)

**Meets UCR Guidelines**

10. "...in order to obtain some measure of the drug problem, the 'estimated quantity' of seized drugs or narcotics is to be reported." (UCR Handbook, NIBRS Edition, 1992, p. 45)

**Meets UCR Guidelines**

11. "...when drugs are involved in other types of crime (e.g., they were stolen in a burglary or burned in an arson) their value is to be reported" (UCR Handbook, NIBRS Edition, 1992, p. 43 )

**Meets UCR Guidelines**

**Offenders**

12. "Offender data include characteristics (age, sex, and race) of each offender (up to 99) involved in a crime incident whether or not an arrest has been made." (UCR Handbook, NIBRS Edition, 1992, p. 53)

**Meets UCR Guidelines**

Comments:

**Hate Crime**

13. "The types of bias to be reported to the FBI's UCR Program are limited to those mandated by the enabling Act and its subsequent amendments, i.e., bias based on race, religion, disability, sexual orientation, or ethnicity." (UCR , Hate Crime Data Collection Guidelines, Revised October 1999, p. 2)

**Meets UCR Guidelines**

14. "Incidents which do not involve any facts indicating biased motivation on the part of the offender are to be reported as None" (88) (UCR Handbook, NIBRS Edition, 1992, p. 38)

**Meets UCR Guidelines**

15. "Incidents involving ambiguous facts (i.e., where some facts are present but are not conclusive) are to be reported as Unknown" (99) (UCR Handbook, NIBRS Edition, 1992, p. 38)

**Agency does not permit unknown**

Comments:

**Law Enforcement Officers Killed or Assaulted (LEOKA)**

*Any questions regarding LEOKA, call CSMU 5-4831.  
(UCR Handbook, NIBRS Edition, 1992, p. 61 - 65)*

16. "The form entitled 'Law Enforcement Officers Killed or Assaulted' (LEOKA) is to be used by agencies to report line-of-duty felonious or accidental killings of and assaults on sworn law enforcement officers." (UCR Handbook, NIBRS Edition, 1992, p. 61)

**Meets UCR Guidelines**

17. "Officers Killed" relates to sworn officers with full arrest powers killed in the line of duty. The number of officers slain by felonious acts and those killed by accident or negligence should be entered (on this form, LEOKA)." (UCR Handbook, NIBRS Edition, 1992, p. 61)

**Meets UCR Guidelines**

18. "All assaults on officers with or without injuries should be included on this form (LEOKA)." (UCR Handbook, NIBRS Edition, 1992, p. 63)

**Meets UCR Guidelines**

Comments:

**Updating / Quality Assurance**

19. "Updated information is to be reported to the national program on discovery of an additional unreported offense, victim, and/or offender; a subsequent arrest or exceptional clearance; discovery of a significant amount of unreported property loss; the recovery of stolen property; or the incorrect entry of important data, such as the offense code, the victim's or arrestee's sex or race, etc." (NIBRS Volume 1: Data Collection Guidelines, 2000, p. 18)

**Meets UCR Guidelines**

Comments:

## **Administrative Interview Results**

### **State Program Services**

20. Submission frequency:

**Daily**

21. Is the agency notified of training offered by the state?

**YES**

22. Does the state provide guidance and communication regarding UCR procedures, updates, etc

**YES**

Comments:

# Data Quality Results - Group A

	Overreported		Underreported		Inaccurate	
1. ORI Number	0		0		0	0
2. Incident Number	0		0		0	0
3. Incident Date / Hour	0		0		0	0
4. Cleared Exceptionally	0		0		0	0
5. Ex. Clearance Date	0		0		0	0
7. Attempted / Completed	0		0		0	0
8. Suspected of Using	0		0		0	0
8A. Bias Motivation	0		0		0	0
8. Location Type	0		0		0	0
10. Promises Entered	0		0		0	0
11. Method of Entry	0		0		0	0
12. Criminal Activity	0		0		0	0
13. Weapon / Force	0		0		0	0
14. Property Loss	0		1		0	1
15. Property Description	0		2		1	3
16. Property Value	0		0		1	1
17. Date Recovered	0		0		0	0
18. Stolen MV	0		0		0	0
18. Recovered MV	0		0		0	0
20. Suspected Drug Type	0		0		0	0
21. Est. Drug Quantity	0		0		0	0
22. Drug Measurement	0		0		0	0
23. Victim Number	0	0	0	0	0	0
24. Victim UCR Code	0		0		0	0
25. Type of Victim	0		0		0	0
25A. Type of Activity	0		0		0	0
25B. Assignment Type	0		0		0	0
25C. ORI Jurisdiction	0		0		0	0
26. Age of Victim	0		0		0	0
27. Sex of Victim	0		0		0	0
28. Race of Victim	0		0		0	0
28. Ethnicity of Victim	0		0		0	0
30. Res. Status of Victim	0		0		0	0
31. App. Assault Circum.	0		0		0	0
32. Just. Hom. Circum.	0		0		0	0
33. Type of Injury	0		0		0	0
34. Related Off. Number	0		0		0	0
35. Relationship of Victim	0		0		0	0
36. Offender Number	0		0		0	0
37. Age of Offender	0		0		0	0
38. Sex of Offender	0		0		0	0
39. Race of Offender	0		0		0	0
40. Arrestee Number	0		0		0	0
41. Arrest Number	0		0		0	0
42. Arrest Date	0		0		0	0
43. Type of Arrest	0		0		0	0
44. Multiple Arrest	0		0		0	0
45. UCR Arrest Code	0		0		0	0
46. Armed With	0		0		0	0
47. Age of Arrestee	0		0		0	0
48. Sex of Arrestee	0		0		0	0
49. Race of Arrestee	0		0		0	0
50. Ethnicity of Arrestee	0		0		0	0
51. Res. Status of Arrestee	0		0		0	0
52. Disposition of Juvenile	0		0		0	0
Totals	0		3		2	

6. UCR Offense Code

OVERREPORTED	0
UNDERREPORTED	1
INACCURATE	0
TOTAL	1

AGENCY:

University Of Northern  
Iowa DPS

ORI:

ia0070700

DATE:

NOTE:

Overreported and Underreported errors found in data elements 1,6,14,15,23,34 and 40 would result in additional errors.



## Data Quality Results - Group B

	Overreported	Underreported	Inaccurate	
40. Arrestee Number	0	0	0	0
41. Arrest Number	0	0	0	0
42. Arrest Date	0	0	0	0
43. Type of Arrest	0	0	0	0
45. UCR Arrest Code	0	0	0	0
46. Armed With	0	0	0	0
47. Age of Arrestee	0	0	0	0
48. Sex of Arrestee	0	0	0	0
49. Race of Arrestee	0	0	0	0
50. Ethnicity of Arrestee	0	0	0	0
51. Res. Status of Arrestee	0	0	0	0
52. Disposition of Juvenile	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Underreported Group A offenses found in Group B Arrest Reports

0

AGENCY:

University Of Northern  
Iowa DPS

ORI:

IA0070700

DATE:

NOTE:  
Overreported and  
Underreported errors  
found in data element  
40 would result in  
additional errors.