

May 7, 2008

MEMORANDUM

TO: Police Chiefs, Sheriffs and UCR Personnel

FROM: UCR Staff

RE: **2008 UCR Training Seminar**

The Louisiana Commission on Law Enforcement, in cooperation with the Federal Bureau of Investigation Statistical Unit, is pleased to announce a UCR training seminar in Alexandria, Louisiana. The seminar will be July 29-30, 2008. The place will be at the Alexandria Police Department located at 1000 Bolton Avenue, Alexandria, LA.

The training seminar will cover all aspects of submitting UCR data. Classes will begin at 8:30 a.m. and end around 4:00 p.m. We urge everyone who is involved with UCR reporting to attend this important training. It is also a good opportunity to network with other agencies.

Incorporated in this training will be information on the “*new UCR On Line*”. Also, there will be a presentation on LAVNS (Louisiana Victim Notification System), which is a free, anonymous, computer based service that provides victims of crime two important services – information and notification.

A separate registration form should be completed for each individual attending. Please ***print*** your name the way you want it to appear on your completion certificate. ***Please mail or fax your registration to this office by Thursday, July 3.*** Our fax number is (225) 925-3889. If you have any questions, we can be reached at (225) 925-4440. Upon receipt of registration we will send you confirmation and additional details. If you are in need of special classroom accommodations, please provide details on the registration form.

REGISTRATION FORM

**LOUISIANA COMMISSION ON LAW ENFORCEMENT
UNIFORM CRIME REPORTING**

PLEASE MAIL OR FAX BY **Thursday, July 3, 2008**

NAME _____
POSITION _____
AGENCY _____
ADDRESS _____
PHONE# _____
FAX# _____
PRIMARY
JOB FUNCTION _____

I will attend the seminar on **July 29__ or July 30__ or Both__**

SEND TO: **LOUISIANA COMMISSION ON LAW ENFORCEMENT**
ATTENTION: UCR SECTION
1885 WOODDALE BOULEVARD, ROOM 708
BATON ROUGE, LA 70806-1511

FAX # 225-925-3889

Should special classroom accommodations be required, contact our office at 225 925-4440 or note below.