ALL 2019 Index Crime, Hate Crime, and Supplemental Homicide Reporting records must be submitted by close of business March 9, 2020, to be included in the FBI's publication *Crime in the United States 2019.*

I-UCR PROGRAM 2019 VERIFICATION

A "snapshot" of index crime statistics entered into the reporting tool will be taken at 00:01 hours on February 10, 2020. Data contained in the 'snapshot' will be used to create the 2019 reporting year monthly and 2-year (2018 – 2019) comparison verification reports. You may begin the verification process after 12:00 p.m. on February 10, 2020.

To begin the verification process using the reporting tool, follow the steps below.

- Click on the INDEX CRIME tab.

- Click on the "GO TO ANNUAL VERIFICATION PROCESS" button at the bottom of the page. This button will only be available beginning the afternoon on February 10, until close of business on March 9, 2020.

- Detailed instructions are contained in the "VERIFICATION PROCESS" button in the information box located on the lower left side of the page. Print the instructions for review. **The answers to a majority of the questions directed to the I-UCR Program during the verification process in past years were contained in the verification process instructions.**

- Review the verification instructions and proceed through the process. Contact the I-UCR Program Manager at (217) 557-6482 with any questions you have concerning the verification process.

If you have not entered all 2019 reports by close of business January 31, 2020, missing reports will not appear on the verification reports. Enter delinquent reports and refer to the verification process instructions in the reporting tool on how to review recently entered data prior to verification. The final verification reports created on March 9, 2020, will be published in Crime in Illinois 2019 and will be available in the Index Crime reports section.

If you fail to verify your 2019 Index Crime statistics, your data will still be published; however, there will be a footnote by your agency name indicating the data was not verified. If you fail to enter all monthly 2019 reports, your data will still be published; however, there will be a footnote by your agency indicating reporting was incomplete with one or more months missing.

Although there is no current reporting tool verification process for Hate Crime, School Incidents, Domestic Offenses, Supplemental Homicide Reporting, Arrest Related Deaths, and Officer Non-Fatal Shooting reports, please take the opportunity to review these during this period.

Particular attention must be directed at Supplemental Homicide Reporting (SHR). Reporting guidelines require updates to SHR incidents, as information becomes known or changes because of the continuing homicide investigation. Many incidents contain 'unknown' in multiple data fields upon initial entry. If data is now available, the record <u>must</u> be adjusted to reflect the most current information.

<u>As a reminder, an SHR record must be submitted for every homicide reported in Index Crimes, as well as any justifiable or involuntary homicide incidents not reported in Index Crimes.</u>