

The FBI's deadline date for data submission to be included in *Crime in the United States* is March 18, 2018.

I-UCR PROGRAM 2017 VERIFICATION

A "snapshot" of index crime statistics entered into the reporting tool will be taken at 00:01 hours on March 12, 2018. Data contained in the 'snapshot' will be used to create the 2017 reporting year monthly and 2 year (2017 – 2016) comparison verification reports. You may begin the verification process after 12:00 p.m. on March 12, 2018.

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 late morning on March 12, 2018, until close of business on April 10, 2018.
- 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 Program Manager at 217/557-6482 with any questions you have concerning the 2017 verification process.

If you have not entered all 2017 reports by close of business March 11, 2018, 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 April 11, 2018, will be published in Crime in Illinois 2017 and will be available in the Index Crime reports section.

If you fail to verify your 2017 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 2017 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.

Though 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 during this time frame.

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

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.