

## POPULATION

The population source for the 2010 Index Crime verification report, which is used to calculate an agency's crime index rate, was the U.S. Census Bureau's official 2010 Decennial Census. **Requests to adjust populations will not be accepted.**

Sheriff's Offices: The population for each Sheriff's Department was calculated using the following process. The base population from the census report was identified for each county. A listing was compiled of every law enforcement agency within that county who independently reports statistics to the I-UCR Program. The population of each of these reporting agencies was then subtracted from the base population for the county, resulting in the population used for the Sheriff's Office.

Multi-County Agencies: The census did not provide a breakdown for multi-county agencies, which has been available in previous years' census reports. Calculations were performed using the following process. Using 2009 population estimates from the U.S. Census Bureau, the percent of population per county was determined. Those percentages were then applied to the 2010 census report.

Example:

The 2009 population estimate is 10,000 for a multi-county agency, with 2,000 or 20% of the population in County A and 8,000 or 80% of the population in County B.

The 2010 population for a multi-county agency is 13,000.

County A is calculated by taking the population of 13,000 x .20 (20%) equaling a population of 2,600

County B is calculated by taking the population of 13,000 x .80 (80%) equaling a population of 10,400

## ADJUSTMENTS TO 2010 INDEX CRIME REPORTS

You are strongly encouraged to audit your reports for accuracy and identify necessary adjustments. If your agency directly entered your reports, you are required to enter necessary adjustments using the "EDIT" function in the reporting tool. If you submitted Monthly Crime index forms, submit a form for each month where an adjustment is necessary. Complete only the fields requiring adjustments. Adjustments submitted with an updated annual total for a particular offense will **not** be accepted. Example: annual Theft total 156; request adjustment to change total to 131. A form must be received for each month that would adjust the total to 131 thefts. Adjustments must be entered or received by February 29, 2012 in order to be included in the *Crime in Illinois 2010* publication.

## ADJUSTMENTS TO INDEX CRIME REPORTS PRIOR TO 2010

Agencies are required to continue to submit adjustments to reports prior to 2010 as they become known. To do so, submit a Monthly Index Crime form for the month where an adjustment is necessary. Complete only the fields requiring adjustments.

## **SUBMITTING MISSING REPORTS**

There are many agencies who entered or submitted compliant reports for a portion of the year, but who are missing one or more months. Missing reports may be submitted by entering directly into the reporting tool. If your agency does not have the ability to connect to the reporting tool, and you submitted 2010 Monthly Crime index forms to the I-UCR Program for entry, submit one form for each missing month. Missing reports must be entered or received by February 29, 2012 in order to be included in the *Crime in Illinois 2010* publication.

## **NONCOMPLIANT AGENCIES**

Agencies who were not in compliance to the revised reporting guidelines implemented in 2010 received noncompliance correspondence in lieu of a verification report. Monthly reports may have been submitted; however, the revised form was not used leading to the assumption that the revised reporting guidelines were not used in the compilation of statistics. Agencies have the opportunity to submit compliant reports by February 29, 2012. The revised Monthly Index Crime form and guidelines can be found in the I-UCR Program Forms and Reporting Guidelines section located near the bottom of this web page. Simply transferring previously compiled statistics to the new form is not sufficient. The revised guidelines, some complex in nature, must be applied. If you have questions about the guidelines, contact the Program Manager at the number provided at the end of this document for clarification before compiling reports. Submission of reports must be done electronically if your agency has the ability to connect to the electronic on-line reporting tool which requires an agency to have full LEADS access on a personal computer. LEADS access via an MDC or MDT will not provide connectivity to the reporting tool. A user id and password for the reporting tool must be requested using the application form found in the Forms and Guidelines section of the I-UCR Program web page. If you are unable to access the reporting tool, statistics can be submitted using the Monthly Crime Index form. Reports must be entered or received by February 29, 2012 in order to be included in the *Crime in Illinois 2010* publication.

## **ACCURATE VERIFICATION REPORT**

If your agency has reviewed the verification report and finds there are no adjustments to be made, no action needs to be taken by your agency.

## **REVISED VERIFICATION REPORT**

If your agency submits missing reports and/or makes adjustments, a revised verification report can be requested. Requests must be sent to the I-UCR Program's e-mail address: [IUCR\\_Program@isp.state.il.us](mailto:IUCR_Program@isp.state.il.us) unless your agency does not have internet access. If you do not have internet access, contact the Program Manager directly with your request.

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