

## Version 3.0

The on-line electronic reporting tool will be unavailable for use the afternoon of Wednesday, May 23, 2012 in order to update the reporting tool. Users should not attempt to sign on to the reporting tool until Thursday, May 24, 2012. The following changes and enhancements are contained in Version 3.0.

### **DELINQUENT RECORDS**

- A section identifying delinquent hate crime records has been added.
- The previous delinquent message for Index records identified your agency's county rather than your agency name as shown below. This proved to be confusing for users who thought they could not enter their agency data until the Sheriff's Department entered delinquent reports.

#### **PREVIOUS MESSAGE**

**"XXXXX" COUNTY** for your agency is delinquent in Index Crime reporting and missing one or more previous month's data. Current month cannot be entered until delinquent records are entered.

\*\*\*\*\* Please enter Index Crime data for **"XXXXX"COUNTY** --- JANUARY 2011  
\*FEBRUARY 2011 \*MARCH 2011 \*APRIL 2011.....

#### **NEW MESSAGE (eliminates county identifier)**

Your agency is delinquent in Index Crime reporting and missing one or more previous month's data. Current month cannot be entered until delinquent records are entered.

\*\*\*\*\* Please enter Index Crime data for --- JANUARY 2011 \*FEBRUARY 2011 \*MARCH 2011 \*APRIL 2011.....

This change will be effective for all agencies with the exception of multiple-county reporting agencies. These are agencies who physically reside in one or more county and who report data independently for each county. The previous messages identifying delinquent reports by COUNTY will remain intact.

On the first of every month, a delinquent message is displayed for the previous month. There is no negative connotation intended with the use of the term "delinquent" in this instance. It simply identifies that the system is now capable of accepting the previous month's data which has not been entered. Users should be concerned when the delinquent message identifies multiple months to be entered. Agencies are encouraged to keep entry current, but there is **NO** requirement to have data entered by the tenth of the following month. This requirement was necessary prior to the onset of electronic reporting to keep an even flow of paper reports submitted for entry by I-UCR Program staff.

## **HATE CRIME REPORT ENTRY**

Agencies now have the capability of entering either a monthly hate crime “No Incident” report or a specific hate crime incident into the reporting tool.

- The reporting tool allows for entry of 2012 and future years. 2011 reports cannot be entered and must be submitted to the I-UCR Program for entry.
- The hate crime delinquent record message on the Welcome Page will indicate delinquent records for January, February, March, and April of 2012 for every agency following the implementation of Version 3.0.
- To enter a hate crime report, click on the HATE CRIME tab located at the top of the Welcome Page next to the INDEX CRIME tab which will take you to the Hate Crime Home Page.
- Detailed entry instructions can be accessed by clicking on the “ENTRY INSTRUCTIONS” button located in the HATE CRIME REPORTING REQUIREMENTS AND ENTRY GUIDELINES section located on the lower left side of the Hate Crime Home Page screen. The entry of a “No Incident” monthly report can be easily accomplished by following the instructions provided on the screens; however, the entry of and adjustment to a previously entered hate crime incident are more complex. Users are strongly encouraged to print the ENTRY INSTRUCTIONS and review carefully before entering a hate crime incident.
- Questions regarding Hate Crime Reporting may be directed to I-UCR Program Manager Terri Hickman at 217/557-6482 or Ms. Hope Evans at 217/558-0044.