



ILLINOIS STATE POLICE
Division of Administration

Pat Quinn
Governor

October 31, 2012

Hiram Grau
Director

TO: ILLINOIS UNIFORM CRIME REPORTING (I-UCR) AGENCIES

The I-UCR Program annually collects law enforcement employee information related to the number of employees within your agency. This information is published in *Crime in Illinois* and submitted to the Federal UCR Program for publication in *Crime in the United States*. Historically, the process required the completion of a paper collection form which was returned to the I-UCR Program for entry. This year, the information will be collected utilizing the I-UCR Program's on-line electronic reporting tool. Completion instructions and the entry screen format contained in the reporting tool are included on the back side of this correspondence. Please use the entry screen format as a worksheet to prepare your information for entry. Paper collection forms are not being distributed; information must be entered into the reporting tool. Specific entry instructions have been posted to the I-UCR Program web page to assist your personnel responsible for electronic reporting.

There are over 200 agencies that have yet to connect to the reporting tool. Initially, connection to the reporting tool required an agency to have full LEADS access on a personal computer. An alternate connection process was developed for those agencies that did not have full LEADS access and posted to the I-UCR Program web page on February 9, 2012. The I-UCR Program web page link is:

<http://www.isp.state.il.us/crime/ucrhome.cfm>

If your agency is not submitting I-UCR Program reports electronically, it is imperative to initiate the steps to gain access to the reporting tool by following the instructions contained in the February 9, 2012 update on the I-UCR Program web page. If you have not been issued a user id and password required for the reporting tool, complete and submit the On-line Electronic Reporting Tool User Application Form found in the Forms and Guidelines section of the I-UCR Program web page. Credentials will be e-mailed to the applicant.

The deadline is fast approaching for the entry of 2011 I-UCR reports. Data entered after the November 30, 2012 deadline will NOT be forwarded to the Federal UCR Program which could jeopardize your agency's eligibility for certain Justice Assistance Grants (JAG). If you have questions regarding the electronic reporting tool, the revised Program guidelines effective January 2010, the status of your agency's reporting, or any other concern regarding the I-UCR Program, contact me via e-mail at terri_hickman@isp.state.il.us or at 217/557-6482.

Sincerely,

A handwritten signature in cursive script that reads "Terri Hickman".

Terri Hickman
I-UCR Program Manager

Illinois Uniform Crime Reporting Program 2012 Law Enforcement Employee Information

Data **must** be submitted using the I-UCR Program's Online Reporting Tool by **December 13, 2012**

INSTRUCTIONS

COMPLETE ALL FIELDS FOR EACH CATEGORY, USING "0" TO DENOTE ZERO WHEN APPLICABLE.

Full-Time Sworn Law Enforcement Officers

Count only full-time personnel paid directly from your agency's police funds who are on your agency's payroll as of October 31, 2012. Do count employees who are on leave of absence with pay and those employees who have remained on the payroll but have been assigned to task forces (i.e. MEG Units). Full-time law enforcement officers include all sworn personnel with full arrest powers, including the sheriff and deputies, marshals, the chief and members of the police force, and other officers whose duties are to enforce and preserve public peace. Do not count persons performing guard or protection duties, such as school crossing guards and special or reserve officers. Police cadets should not be counted unless they work full-time and have full police powers.

Count only city and county jailers and correctional officers if they are full-time employees with full arrest powers who engage in other law enforcement functions outside the detention environment such as patrol, whose salaries are paid from your agency's police funds. If the county sheriff has a separate budget for the operation of the jail, and the jailers and correctional officers are sworn personnel but do not engage in other law enforcement functions such as patrol, they should not be included in the full-time sworn law enforcement officer count. Additionally, jailers and correctional officers whose salaries are paid from your agency's funds, but who have no police or arrest powers outside the jail, should not be counted as full-time sworn officers. These two categories should be counted as full-time civilian employees.

Full-Time Civilian Law Enforcement Employees

Count only full-time personnel paid directly from your agency's police funds who are on your agency's payroll as of October 31, 2012. Do count employees who are on leave with pay. Civilian employees include clerks, radio dispatchers, civilian jail personnel, officers who have no police or arrest powers outside the jail, meter attendants, stenographers, and mechanics, provided these persons are full-time employees of your agency. Persons not paid from your agency's police funds should be excluded. Do not count volunteers.

Part-time Law Enforcement Officers

Count only part-time law enforcement officers (including auxiliary officers) paid directly from your agency's police funds who are on your agency's payroll as of October 31, 2012. Do count employees who are on leave with pay.

Auxiliary Law Enforcement Officers

Count only unpaid auxiliary or reserve law enforcement officers not on active duty during this time and who were not paid from your agency's police funds as of October 31, 2012. Persons active during this time who were paid with your agency's police funds should be counted as part-time law enforcement officers.

	MALE	FEMALE	TOTAL
1. NUMBER OF FULL-TIME SWORN LAW ENFORCEMENT OFFICERS WITH FULL ARREST POWERS			
2. NUMBER OF FULL-TIME CIVILIAN LAW ENFORCEMENT EMPLOYEES.			
3. TOTAL FULL-TIME LAW ENFORCEMENT OFFICERS AND CIVILIAN EMPLOYEES (This should be the total of line 1 and line 2.)			
4. TOTAL PART-TIME SWORN LAW ENFORCEMENT OFFICERS WITH FULL ARREST POWERS.			
5. TOTAL AUXILIARY LAW ENFORCEMENT OFFICERS.			