

## **2013 Index Crime Verification Process**

A “snapshot” of index crime statistics entered into the reporting tool will be taken at 00:01 hours on July 14, 2014. Data contained in the ‘snapshot’ will be used to create the 2013 reporting year monthly and 2 year comparison verification reports. You may begin the verification process after 8:30 a.m. on July 15, 2014.

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

- Click on the 2010-2013 REPORTING tab.
- Click on the “GO TO INDEX CRIME 2010-2013 HOME PAGE” button,
- Click on the “GO TO ANNUAL VERIFICATION PROCESS” button. (This button will only be available beginning at 8:30 a.m. on July 15, 2014 until close of business on August 31, 2014.
- 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.
- Review the verification instructions and proceed through the process. Contact the Program Manager at 217/557-6482 with any questions you have concerning the 2013 verification process.