A "snapshot" of index crime statistics entered into the reporting tool will be taken at 00:01 hours on March 31, 2015. Data contained in the 'snapshot' will be used to create the 2014 reporting year monthly and 2 year comparison verification reports. You may begin the verification process after 8:30 a.m. on April 1, 2015.

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 at 8:30 a.m. on April 1, 2015 until close of business on April 30, 2015.

- 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 2014 verification process.

If you do not meet the March 31 deadline date and have not entered all 2014 reports, only those reports entered will appear on the verification reports. Enter delinquent reports and refer to the verification process instructions in the reporting tool on how to verify the now complete year of reporting for 2014. The final verification reports created on May 1 will reflect the full year of reporting to be published in Crime in Illinois 2014 if entered prior to April 30.

If you fail to verify your 2014 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 2014 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 and School Incident reports, please take the opportunity to review during this time frame.