2014 Reporting Guidelines and Electronic Reporting Tool Revisions

Revisions occurred to reporting guidelines/forms and associated electronic reporting tool formats effective with the 2014 reporting year. The revised reporting guidelines/forms and electronic reporting tool formats will be deployed incrementally over the next six weeks. The first deployment date is scheduled for January 31, 2014. If the deployment is successful the new formats will display after signing in to the reporting tool. If the deployment is delayed due to technical issues, a message will be posted on the Message Board located on the Welcome Page of the reporting tool, followed by an announcement when successfully deployed. The new formats contained in this deployment follow.

Electronic Reporting Tool

WELCOME PAGE

- **YOUR AGENCY NAME AND ORI** will display at the top of the Welcome Page. This should prove to be helpful for super-users who enter data for more than one agency.

- **MULTI-AGENCY USER** section will be displayed in the upper right hand corner of the Welcome Page <u>for super-users only</u>. An 'Agency Listing' button will take the user to the agency names the user has the authority to enter data for. This function will no longer be allowed from the INDEX entry screen. Future enhancements will attempt to include this button on every screen in the reporting tool similar to the 'Change Password' icon to allow super users to toggle to a different agency from any screen.

- **DELINQUENT RECORDS** section will display all delinquent reports from 2010 to current month/year. Sections will include Index Crimes, Hate Crimes, and School Incidents.

TAB STRUCTURE

- A new tab, **2010-2013 REPORTING**, will be added following the WELCOME and AGENCY tabs. The revised format screens to be deployed for Index Crime, Hate Crime, and Supplemental for 2014, and future reporting years, cannot be used by an agency to enter delinquent data for years prior to 2014. This is due to changes in reporting requirements that affected the entry screens. Additionally, agencies must have the ability to enter delinquent reports, review and adjust data, and access reports entered for the 2010-2013 reporting years. The 2010-2013 REPORTING tab will take the user to a screen with options to select one of the three reporting elements: the Index Crime, Hate Crime, or Supplemental home page. Once a reporting element is selected, the home page for the selected reporting element will be displayed allowing the user to enter, adjust, and delete data using the same procedures as in the past. All of the report

options will also remain available to the user for each reporting element. In essence, there were NO changes to the Index Crime, Hate Crime, or Supplemental reporting element formats, or procedures, for 2010-2013. The format screens were simply moved and are now accessed through the 2010-2013 REPORTING tab.

- **DOMESTIC OFFENSES** tab will replace the SUPPLEMENTAL tab.

- **INDEX CRIME, HATE CRIME, and SCHOOL INCIDENTS** tabs WILL NOT DISPLAY. The only tabs visible to the user will be WELCOME, AGENCY, 2010-2013 REPORTING, and DOMESTIC OFFENSES. Each of these omitted tabs will be added one by one with the deployment of the revised reporting guidelines/forms and electronic reporting tool formats for each element.

Domestic Offenses Reporting Guidelines and Form

- The Supplemental reporting element was replaced by Domestic Offenses. The revised guidelines and collection form have been posted to the I-UCR web page in the *I-UCR Program Reporting Guidelines and Forms section near the bottom of the web page.*

- The reporting guidelines and collection form may also be accessed in the electronic reporting tool. Click on the REPORTING GUIDELINES button located in the information column on the left side of the screen. The form can be accessed by clicking on the ENTERING A NEW INCIDENT button located in the information column on the left side of the screen.