

ILLINOIS STATE POLICE DIRECTIVE
ADM-133, ILLINOIS UNIFORM CRIME REPORTING (I-UCR) PROGRAM

RESCINDS: ADM-133, 2014-032, revised 05-09-2014	REVISED: 09-17-2018 2018-009
RELATED DOCUMENTS: ADM-136, OPS-023	RELATED CALEA STANDARDS: 15.1.1, 15.1.2, 43.1.2, 43.1.6, 51.1.2, 82.1.3, 82.3.2

I. POLICY

The Illinois State Police (ISP), as administrator of the Illinois Uniform Crime Reporting (I-UCR) Program:

- I.A. Is the central repository and custodian of crime data for the State.
- I.B. Will develop and modify as necessary, crime statistic data collection forms and reporting guidelines for each of the mandated reporting elements that comprise the I-UCR Program.
- I.C. Will collect, compile, and make available accurate and timely crime statistics to law enforcement agencies, criminal justice entities, the Illinois Criminal Justice Information Authority (ICJIA), legislators, academia, media outlets, and the public.

II. AUTHORITY

- II.A. 50 ILCS 709/5-10, "The Uniform Crime Reporting Act" authorizes the ISP to be the central repository and custodian of crime statistics for the state.
- II.B. 50 ILCS 709/5-10 "The Uniform Crime Reporting Act", authorizes the ISP to demand and receive cooperation in the submission of crime statistics from all Illinois law enforcement agencies.

III. DEFINITIONS

- III.A. Arrest Related Deaths – incident case data documenting the death of an individual while the individual's freedom to leave is restricted by a law enforcement officer while the officer is on duty, or otherwise acting within the scope of their employment, including any death resulting from a motor vehicle accident, if the law enforcement officer was engaged in direct action against the individual or the individual's vehicle during the process of apprehension. "Arrest-related death" does not include the death of law enforcement personnel.
- III.B. Domestic Offenses – incident case data when an offense occurs and a domestic relationship exists between the victim and the offender.
- III.C. Federal Uniform Crime Reporting (UCR) Program – repository and custodian of national crime data administered by the Federal Bureau of Investigation (FBI).
- III.D. Hate Crime – incident case data reported by each reporting agency in Illinois relating to the commission of certain offenses selected by the Federal UCR Program that has been determined to be a hate crime as defined by the Federal UCR Program.
- III.E. Index Crime – crime offense and arrest totals reported by each reporting agency in Illinois as mandated by 50 ILCS 709/5-12(5) for select offenses, adhering to the offense definition and scoring or counting principles defined in I-UCR Program Index Crime reporting guidelines. Offense classifications include:
 - III.E.1. Criminal homicide
 - III.E.2. Rape
 - III.E.3. Robbery
 - III.E.4. Aggravated battery and aggravated assault
 - III.E.5. Burglary

- III.E.6. Theft
- III.E.7. Motor vehicle theft
- III.E.8. Arson
- III.E.9. Human Trafficking – Commercial Sex Acts
- III.E.10. Human Trafficking – Involuntary Servitude
- III.E.11. Drug related offenses that are violations of:
 - III.E.11.a. 720 ILCS 550, et seq., the “Cannabis Control Act”
 - III.E.11.b. 720 ILCS 570 et seq., the “Illinois Controlled Substances Act”
 - III.E.11.c. 720 ILCS 635, et seq., the “Hypodermic Syringes and Needles Act”
 - III.E.11.d. 720 ILCS 600, et seq., the “Drug Paraphernalia Control Act”
 - III.E.11.e. 720 ILCS 646, et seq., the “Methamphetamine Control and Community Protection Act”
- III.F. Law Enforcement Employee Information – the number of part and full-time sworn officers, full-time civilian employees, and auxiliary officers employed by Illinois law enforcement agencies.
- III.G. Officer Non-Fatal Shootings – incident case data when a law enforcement officer discharges their firearm causing a non-fatal injury to a person during the performance of official duties or in the line of duty.
- III.H. School Incidents – Total number of offenses identified as attacks against school personnel, intimidation offenses committed against school personnel or students, drug incidents, and firearm incidents occurring in the school environment.
- III.I. Supplemental Homicide Data – incident case data on select homicide offenses.

IV. PROCEDURES

- IV.A. The administration of the I-UCR Program is assigned to the I-UCR Program Manager, Program Administration Bureau, Division of Administration (DOA).
- IV.B. Crime data collected through the I-UCR Program will be made available to the Director, all ISP Commanders, and Illinois law enforcement agencies for use in strategic and operational planning via the annual *Crime in Illinois* publication.
- IV.C. The I-UCR Program Manager will continue to develop and implement procedures to ensure:
 - IV.C.1. The accuracy and completeness of the data collected, including facilitating the annual verification report process for all I-UCR reporting agencies.
 - IV.C.2. The efficient organization, presentation, and dissemination of data.
 - IV.C.3. The continuous review, modification, and updating of program reporting guidelines in order to comply with legislative changes and/or the Federal UCR Program reporting guidelines that affect the collection, compilation, publication, and dissemination of crime data. Revisions to reporting guidelines will be disseminated to all I-UCR reporting agencies.
- IV.D. Collection
 - IV.D.1. At a minimum, the following information is mandated to be reported monthly to the I-UCR Program by all Illinois law enforcement agencies.

IV.D.1.a. Index Crime data

- IV.D.1.a.1) Index Crime data is to be reported monthly via the on-line electronic I-UCR reporting tool.
- IV.D.1.a.2) Agencies unable to access the reporting tool due to technological limitations are to report using the I-UCR Program Monthly Index Crime Form, ISP 2-423 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

IV.D.1.b. Domestic Offense data

- IV.D.1.b.1) When incident occur, Domestic Offense data, is to be reported monthly via the on-line electronic I-UCR reporting tool.
- IV.D.1.b.2) Agencies unable to access the reporting tool due to technological limitations are to report using the Illinois Uniform Crime Reporting Program Domestic Offenses Reporting Form I-UCR Program Monthly Domestic Offense Form, ISP 2-421(c) (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

IV.D.1.c. Hate Crime data

- IV.D.1.c.1) Hate crime data is to be reported monthly via the on-line electronic I-UCR reporting tool.
- IV.D.1.c.2) Agencies unable to access the reporting tool due to technological limitations are to report using the Illinois Uniform Crime Reporting Program Hate Crime Incident Form, ISP 2-421(e) (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

IV.D.1.d. Law Enforcement Employee Information

- IV.D.1.d.1) Law Enforcement Employee Information is to be reported annually via the on-line electronic I-UCR reporting tool.
- IV.D.1.d.2) Agencies unable to access the reporting tool due to technological limitations are to report using the Law Enforcement Employee Information Form, ISP 6-176 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

IV.D.1.e. School Incident data

- IV.D.1.e.1) School Incident data is to be reported monthly via the on-line electronic I-UCR reporting tool.
- IV.D.1.e.2) Agencies unable to access the reporting tool due to technological limitations are to report using the I-UCR Program Monthly School Incidents Form, ISP 2-421(b) (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

IV.D.1.f. Supplemental Homicide Reporting data

- IV.D.1.f.1) Supplemental Homicide data is to be reported monthly via the on-line electronic I-UCR reporting tool.
- IV.D.1.f.2) Agencies unable to access the reporting tool due to technological limitation are to report using the I-UCR Program Supplemental Homicide Reporting Form, ISP 2-424 (this form is available in the ISP Document Library at <http://maphome/document library/>).

IV.D.1.g. Arrest Related Deaths data

- IV.D.1.g.1) Arrest Related Deaths data is to be reported monthly via the on-line electronic I-UCR reporting tool.

IV.D.1.g.2) Agencies unable to access the reporting tool due to technological limitations are to report using the Arrest Related Death Incident Form, ISP 2-426 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

IV.D.1.h. Officer Non-Fatal Shootings

IV.D.1.h.1) Officer Non-Fatal Shootings data is to be reported monthly via the on-line electronic I-UCR reporting tool.

IV.D.1.h.2) Agencies unable to access the reporting tool due to technological limitations are to report using the Officer Non-Fatal Shooting Incident Form, ISP 9-089 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>).

IV.D.2. The I-UCR Program staff will provide assistance on reporting guidelines to Illinois law enforcement agencies for all elements of I-UCR reporting. The Department of Innovation and Technology will provide assistance to Illinois law enforcement agencies in accessing the electronic I-UCR reporting tool.

IV.D.3. The I-UCR Program will maintain and update tables for translating Illinois Compiled Statutes to the I-UCR Program's offense codes.

IV.E. Collation

IV.E.1. The I-UCR Program will maintain all I-UCR databases and ensure timely entry or transfer of all information into the databases.

IV.E.2. All data will be audited manually or by computer. The I-UCR Program staff will notify the reporting agency or unit of all data that appears to be incorrect.

IV.E.3. Adjustments to the data previously entered or to the data entry forms must be authorized by the reporting agency or unit.

IV.E.4. Publication of crime data will be limited to data that conforms to the I-UCR Program reporting guidelines.

IV.F. Publication of Crime Data

The I-UCR Program will produce:

IV.F.1. Index crime verification reports available to reporting agencies during the annual verification process.

IV.F.2. An annual publication of the I-UCR data called *Crime in Illinois* meeting the ILCS requirements by including crime data by type and jurisdiction.

IV.F.2.a. *Crime in Illinois* will be organized efficiently in order to present crime data in a logical, easy-to-use manner.

IV.F.2.b. The factors used to evaluate the data include, but are not limited to:

IV.F.2.b.1) Frequency (volume by type of crime)

IV.F.2.b.2) Geography

IV.F.2.b.3) Criminal offense and select arrest rate comparisons

IV.G. Dissemination of Crime Data

IV.G.1. The annual *Crime in Illinois* publication is compiled at the conclusion of each calendar year. The official release date of the *Crime in Illinois* publication is determined by the I-UCR Program Manager.

- IV.G.1.a. Prior to release, *Crime in Illinois* will be approved by the Colonel of the DOA and the Office of the Director (OOD).
- IV.G.1.b. Special or ad-hoc reports will be provided to the requesting entity upon request.

NOTE: Prior to the official release of *Crime in Illinois*, a requesting agency may request data pertaining to their agency only. Other agencies' data are made available once the annual *Crime in Illinois* publication has been officially released.

- IV.G.1.c. The I-UCR Program staff will make the publication available in a Portable Document File (PDF) format to be posted on the ISP internet website at: www.isp.state.il.us/crime/ucrhome.cfm

- IV.G.2. The I-UCR Program will submit Index Crime offense data, Hate Crime data, and Supplemental Homicide Reporting data to the FBI, administrators of the Federal UCR Program.

- IV.G.3. Inquiries about the I-UCR Program or requests for I-UCR information may be made by contacting the I-UCR Program Manager at:

Illinois State Police
Illinois Uniform Crime Reporting Program
801 South 7th Street, Suite 300-S
Springfield, Illinois 62703-4287
Telephone: (217) 557-6482

IV.H. Security

Each employee of the ISP with access to I-UCR crime data must comply fully with the need for confidentiality and security of information consistent with ISP Directive OPS-023, "Criminal History and Uniform Crime Reporting Information Dissemination."

- IV.I. Each employee of the ISP will comply fully with report writing procedures to ensure the accuracy and completeness of the data used as the basis for crime reporting.

- IV.J. Each Colonel will ensure their division's report writing procedures meet federal and state requirements for crime reporting.

| Indicates new or revised items.

-End of Directive-