

ILLINOIS STATE POLICE DIRECTIVE SRV-211, INVESTIGATIVE INDICES SYSTEM

RESCINDS: SRV-211, 2013-011, revised 01-08-2013.	REVISED: 03-31-2017 2017-027
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: 42.1.3, 43.1.2, 43.1.3, 82.1.1, 82.1.2, 82.2.4, 82.3.1

I. POLICY

The Illinois State Police (ISP) will provide computerized investigative indices information to authorized personnel, in compliance with applicable statutes, and prevent unauthorized access, disclosure, destruction, or alteration of that information.

II. DEFINITION

- II.A. Investigative Indices System (Indices) - an indexing and management information system that provides an index to investigative records and files produced by the Division of Operations (DOO) and Division of Internal Investigations (DII), and contains investigative, management, and statistical information.
- II.B. Need to know – as used in this directive, means information that those criminal justice agencies that are working with the ISP need to accomplish the same task/goal.
- II.C. Right to know – as used in this directive, means information that may directly affect a particular criminal justice agency.

III. RESPONSIBILITIES

- III.A. Responsibility for Indices rests with the Records Management Section, Division of Administration (DOA), and the Information Services Bureau (ISB, DOA), as well as DII. It is the responsibility of each work unit to designate specific persons to oversee the management, maintenance, development, and security of the system.
- III.B. Other ISP Divisions that have, or may acquire, access to the system will designate specific persons to act as liaison with the Records Management Section, ISB, and DII to ensure adherence to the provisions of this directive and any procedural matters having a bearing on Indices.

IV. PROCEDURES

IV.A. Index and Files

Information indexed in these files will include:

- IV.A.1. Names (subject, associate, business, organization, and alias)
- IV.A.2. Addresses and personal identifiers
- IV.A.3. Physical descriptors
- IV.A.4. Location information
- IV.A.5. Telephone numbers
- IV.A.6. Personal identification numbers
- IV.A.7. Vehicle Information (License numbers/identifiers)
- IV.A.8. Activity and entry dates
- IV.A.9. File and page numbers
- IV.A.10. Offense information
- IV.A.11. Case classification information
- IV.A.12. Case status information
- IV.A.13. Arrest information
- IV.A.14. Evidence management and classification information
- IV.A.15. Agent assignment information
- IV.A.16. Any other information deemed appropriate and legal by the user division's management personnel

- IV.B. All information indexed in this system will provide specific references to hard copy documentation stored in the entering division's official investigative/enforcement files.

IV.C. Information Use and Dissemination

- IV.C.1. Information obtained from this system will be used for official law enforcement purposes only.
- IV.C.2. Dissemination outside of the entering division will be limited solely to criminal justice agencies that have a "need to know" or a "right to know" concerning this information and comply with 28 Code of Federal Regulations (CFR) Part 23. (28 CFR Part 23 mandates the sharing of intelligence information between any state or local law enforcement agency which operates a criminal intelligence system supported by funding from the Omnibus Crime Control and Safe Streets Act of 1968).

IV.D. Authorized Access

- IV.D.1. Access to Indices may only be used for official department business.
- IV.D.2. Access to Indices will be restricted by both terminal and user security controls. These accesses will be controlled, in each division using the system, by designated security personnel.
- IV.D.3. Direct access to the general Indices information will be limited to department personnel who have successfully passed the required employee background investigation.
- IV.D.4. Access to information in the system designated as confidential, sensitive, or in some other way restricted beyond normal Indices restrictions is further limited to employees who have a "need to know" as determined by DII.
- IV.D.5. No terminal may be permitted access to this system unless it is in the exclusive control of the Department, except under the following conditions:
 - IV.D.5.a. The Colonel of DOA, following review of a written request, may waive the requirement, in writing, and allow a terminal to be located temporarily outside an ISP facility but where it is under the exclusive control of the Department (e.g., critical incident, disaster response, high profile investigation).
 - IV.D.5.b. Under such circumstances:
 - IV.D.5.b.1) Any user(s) of Indices will have first successfully passed the required background investigation commensurate with the level of access required.
 - IV.D.5.b.2) The terminal will be secured from access by non-criminal justice personnel.
 - IV.D.5.b.3) Authorization for access to Indices, both terminal and user, will be revoked as soon as the specified need for it has terminated.

| Indicates new or revised items.

-End of Directive-