

ILLINOIS STATE POLICE DIRECTIVE
SRV-214, COMPUTER AIDED DISPATCH (CAD) AND TRAFFIC INFORMATION AND
PLANNING SYSTEM (TIPS) DATA ACCESS AND DISSEMINATION

RESCINDS: SRV-214, 2013-024, revised 01-18-2013.	REVISED: 03-28-2016 2016-020
RELATED DOCUMENTS: OPS-029, OPS-030	RELATED CALEA STANDARDS: 81.2.3, 82.2.4, 82.3.3

I. POLICY

- I.A. The Illinois State Police (ISP) will restrict retrieval of, access to, and dissemination of, Computer Aided Dispatch (CAD) and Traffic Information and Planning System (TIPS) data to persons who have the authority and need for such data in the performance of their official duties.
- I.B. CAD and TIPS data is official information of the Department and is to be used for official purposes only.

II. DEFINITIONS

- II.A. Authorized person(s) – those individuals who, by ISP policy and subject to paragraph IV.A.2. of this directive, may access or approve dissemination of CAD and TIPS data.
- II.B. CAD and TIPS Computer Generated Reports - reports requested through the Division of Administration (DOA), or other units, that require response data obtained from the CAD or TIPS database.
- II.C. CAD Data - includes all CAD incidents/events created, associated officer status code activity, and incident disposition data. Also includes non-incident related officer status codes, premise, and previous incident information.
- II.D. On-line Information - reports and displays of information requested through and returned to a CAD/OpenQuery Workstation.
- II.E. TIPS Data - includes officer enforcement records (citations and warnings), overweight records, ticket book accounting, and field report data.
- II.F. TIPS Source Documents - all department enforcement/investigative documents (e.g., field report, citation and complaint, written warning) from which TIPS data entry elements are taken.

III. PROCEDURES

- III.A. Records of Data Dissemination
 - III.A.1. When authorization is granted to disseminate CAD or TIPS data outside the Department, or within the Department to persons not normally authorized access, a record will be maintained by the disseminating unit.
 - III.A.2. This record will include the agency name, requestor's name, a description of the data disseminated, and the purpose of the data request.
- III.B. The disseminating unit will ensure recipients are aware that further dissemination is prohibited.

IV. REGULATIONS

- IV.A. On-line Information Access and Use

CAD and TIPS data will be accessed and used in accordance with the following:

 - IV.A.1. Violator Enforcement Records
 - IV.A.1.a. The enforcement records stored in this TIPS file are accessible only to personnel who are using the data in the performance of their official duties.

IV.A.1.b. The information contained in this file pertains to the violator and not to any officer's records.

IV.A.2. ISP Officer Statistics, Ticket Book Accounting, and Officer Activity Information

The statistics stored in these CAD and TIPS files are accessible and usable only under the following conditions:

IV.A.2.a. Individual officers are permitted to access data from their own files for their own work-related use. An individual officer is not permitted to receive data from those files that pertain to another officer except as authorized in this directive.

IV.A.2.b. Supervisors or persons acting in a supervisory status may receive the data from the files on the activity of their subordinates. The receiver will not distribute a subordinate's data to anyone not authorized access to it.

IV.A.2.c. Telecommunicators, clerical personnel, and others may access the data from these files when necessary in the performance of their official duties or when acting under the authority of, or at the request of, an authorized person. No data may be distributed to anyone not entitled to it.

IV.A.2.d. Any officer may request from his/her supervisor the status of a specific officer when such data is necessary in the performance of the requesting officer's official duties.

NOTE: Questions relating to legally mandated release of files should be referred to the ISP Legal Office.

IV.B. On-Line Terminal Response/Radio Dissemination

The dissemination of CAD and TIPS data to ISP officers and other duly authorized department personnel, along with other Illinois peace officers dependent upon the Communications Services Bureau (CSB), Division of Administration (DOA), for radio and law enforcement computer terminal services, will be made only within the following guidelines:

IV.B.1. Per a signed agreement, officers from state agencies who contract with the CSB for radio and computer services are trained by CSB personnel in the use of CAD and TIPS data.

IV.B.2. Persons other than ISP personnel using ISP radio frequencies through formal agreement may receive "encounter" or "caution indicated" field report information only in the performance of their official duties. Secondary dissemination of data is prohibited.

IV.C. Source Document/Computer Generated Report Dissemination

CAD and TIPS source documents and CAD and TIPS computer generated reports, including the data contained on them, will not be disseminated outside the Department except as follows:

IV.C.1. In accordance with law and written directives for specific documents and information, e.g., ISP directives OPS-030, "Incident Report," and OPS-029, "Traffic Crash Report Completion," statistical information not identifiable with any specific person and prepared for public release, etc.

IV.C.2. Specific requests from criminal justice agencies outside the Department must be made to the Records Management Section, DOA.

IV.C.3. Dissemination of CAD and TIPS data outside the criminal justice community will not be made unless the request is accompanied by a court order or as provided by law.

IV.D. CAD/OpenQuery Workstation Security

IV.D.1. The data files described in this directive are normally accessible both by terminal and by batch processing.

IV.D.2. Supervisors responsible for control of a CAD/OpenQuery Workstation not staffed 24 hours a day will be responsible for securing the subject workstation, userids, passwords, and its accessibility during those hours for which the terminal is not staffed.

-End of Directive-