



### I-CLEAR User Identification/Attribute Form Fax to: ISP Security – 217/785-3328

#### \*\*\*\*\*System Access\*\*\*\*\*

*Check application(s) for which user should be authorized.  
Also, select the role(s) appropriate for I-Case.  
(see attached role descriptions)*

#### \*\*\*\*\* User Identification\*\*\*\*\*

\*Name: \_\_\_\_\_ \*Date of Birth: \_\_\_/\_\_\_/\_\_\_

\*Badge/ID: \_\_\_\_\_ \* Title/Rank: \_\_\_\_\_

\*E-mail: \_\_\_\_\_ \*Phone: \_\_\_/\_\_\_-\_\_\_

#### \*\*\*\*\*Agency Information\*\*\*\*\*

Agency Name: \_\_\_\_\_ ORI: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

IAC/Supervisor Name: \_\_\_\_\_ Phone: \_\_\_/\_\_\_-\_\_\_

IAC/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

#### \*\*\*\*\*User Agreement\*\*\*\*\*

I understand use of the Illinois State Police's computer systems, all related equipment, software, programs, data, manuals, and facilities is intended for and may only be used for the purpose of accomplishing the official criminal justice business. Access to data and dissemination of data must be performed only in compliance with Illinois statutes and departmental policies (reference ISP Directives Manual). I also understand that I am personally responsible for all usage under my user ID according to ISP Security policy. If I intentionally or carelessly disclose my user ID and password, I understand that system usage is logged. If in an emergency I find it necessary to share my user ID and password with another person, I accept full responsibility for that person's usage of the system and at the earliest possible time, I will change or cause my password to be changed.

User's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

- Data Warehouse
  - Query
  - Investigator
- I-Case (Check all that apply)
  - Organization Administrator
  - Supervisor
  - Investigator (e.g., patrol officers, detectives, troopers, agents, etc, or anyone else who will not be approving cases).
  - Telecommunicator/Dispatcher
  - Civilian
- Uniform Crime Reporting (UCR)

#### \*\*\*\*\*User ID Disposition\*\*\*\*\*

*(IAC/ISP Administration Staff Use Only)*

I-Case Training Date: \_\_\_/\_\_\_/\_\_\_ DWH Training Completed: Date: \_\_\_/\_\_\_/\_\_\_

LEADS Certification Expiration: \_\_\_/\_\_\_/\_\_\_

User ID: \_\_\_\_\_ Entered by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Temporary Password Entered by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Email Notification to User Sent by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

#### Agency Hierarchy Assignment:

Division/Command: \_\_\_\_\_

Region: \_\_\_\_\_ District/Zone: \_\_\_\_\_

Platoon: \_\_\_\_\_ Squad: \_\_\_\_\_



## I-CLEAR Application and Role Descriptions

**Note:** Many users will require multiple roles to access I-CLEAR applications. Be sure to review this document and the I-Case Roles Matrix to determine the best role for your particular assignment. Contact your I-CLEAR Agency Coordinator for additional information or clarification.

### Data Warehouse:

#### Description:

The intention of the Data Warehouse (DW) is to facilitate regional cross-jurisdictional information data sharing, crime prevention, crime fighting, and counter terrorism capabilities within the state of Illinois. It is expected this statewide DW will provide the data inquiry tools, analytical reporting, mapping and information technology dashboards to assist the crime investigator, operational patrol officer and command staff operations of all Illinois justice agencies.

#### Roles:

##### Query

The Data Warehouse Query role allows users to search all information stored in I-CLEAR.

##### Investigator

The Data Warehouse Investigator role includes the search capability of the Query role. In addition, with appropriate training, the Investigator will be able to generate custom reports based upon the information in I-CLEAR. Users with the Investigator role will also see information geospatially via the Arrest dashboard.

### I-Case:

#### Description:

I-Case is a statewide case reporting and management system designed with the input from the ISP, the CPD and numerous local law enforcement agencies. The purpose of the I-Case system is to provide a standardized facility to input incident data as well as follow-up investigation data pertaining to a criminal or non-criminal law enforcement case. In addition, the I-Case system is compliant with the federal standards of the National Data Exchange (N-Dex) developed by the FBI.

#### Roles:

In addition to these descriptions – users should review the I-Case Roles Matrix for additional specifics of role authority.

##### Organization Administrator

The Organization Administrator role offers the functionality to reject approved reports in the I-Case system. This can only be done when a user has both the Organization Administrator role and the Supervisor role. The Organization Administrator can also view reports, regardless of status (preliminary, submitted, rejected).

##### Supervisor

The Supervisor role has the ability to create, approve, or reject reports submitted for approval and is able to reassign a report to another author. The Supervisor can also re-open any case within the agency.

##### Investigator

The Investigator role is defined as any employee who can create a case, recommend the closing of a case, assignment of a cases and recommend if a report or case be confidential or sensitive.



Telecommunicator/Dispatcher

The Telecommunicator/Dispatcher role allows the user to initiate an I-Case report for another, authorized I-Case Supervisor or Investigator. This role has only the ability to enter the necessary information to generate an I-Case number at the request of another user.

Civilian

The Civilian role in I-Case can enter previously approved cases.

UCR:

Description:

The Uniform Crime Reporting (UCR) role is able to access and enter data into the Uniform Crime Reporting online reporting system. This role is most likely assigned to the UCR liaison for each agency.

Roles:

There is only one role for the UCR application allowing users to enter and access UCR information.

**Agency Hierarchy:**

Description:

Your hierarchy is the reporting structure for your agency. For example, the ISP has Commands, Regions, Districts, Zones, platoons, and squads. The form should be completed for each user – determining where in the hierarchy they are currently assigned. Use your agency's naming convention for each hierarchy level.

In the ISP, Joe Officer – assigned to Squad A in District 22 would reflect the following:

Agency Hierarchy Assignment:

Division/Command: Operations

Region: Region IV District/Zone: District 22

Platoon: Platoon 1 Squad: Squad A