

ILLINOIS STATE POLICE

ADM-025, ACCESS TO RECORDS

RESCINDS: ADM-025, 2013-072, revised 12-09-2013	REVISED: 03-20-2017 2017-011
RELATED DOCUMENTS: PER-057	RELATED CALEA STANDARDS: 82.1.1, 82.1.2

I. POLICY

The Illinois State Police (ISP) will establish secure storage and access to patrol and investigative records maintained by the Division of Administration (DOA), Records Management Section (RMS).

II. AUTHORITY

5 ILCS 160/ State Records Act
5 ILCS 179/ Identity Protection Act
20 ILCS 2635/1-/24 Uniform Conviction Information Act
ILL. ADMIN. CODE tit. 20 §1240.80 Dissemination of Data Obtained Through LEADS

III. DEFINITIONS

III.A. Records - within this directive "records" refers to the files maintained in the Records Management Section, DOA.

IV. RESPONSIBILITIES

The Supervisor of the Records Management Section is responsible for ensuring the security of the records as defined above under his/her control.

V. PROCEDURES

V.A. All personnel, including contractual personnel, assigned to the Records Management Section must undergo a Category A (limited) background investigation and are subject to a random drug test (see ISP Directive PER-057, "Drug Testing and Awareness").

V.B. Access to the Records Management Section (RMS) offices requires the use of the Central Headquarters access card system with access to records restricted to the employees of the Records Management Section and employees assigned to the Office of Inspection and Audits (OIA) for the limited purpose of audits/compliance review. The Colonel of DOA may authorize other employees access to Records Management Section offices based on operational need.

V.B.1. To gain access to the Records Management Section offices, an individual who is not a Records employee must notify Records personnel that he/she desires access.

V.B.2. The Records Management Section Supervisor, or his/her designee, will ensure non-Records Management Section employees who enter the offices sign the Records Sign-In Log that contains the following fields:

V.B.2.a. Name and rank/title of the individual (identity must be verified by a photo identification card)

V.B.2.b. Date/time signed in

V.B.2.c. Purpose of visit

V.B.2.d. Date/time signed out

V.B.3. The Records Management Section will prominently post signs in the Records reception area that:

V.B.3.a. Prohibit unescorted individuals from proceeding past the reception area.

V.B.3.b. Explain the restrictions on file access and copying.

- V.B.4. Access to criminal history records shall be allowed only to employees of the ISP Legal Office, employees of the Records Management Section, and employees assigned to the OIA. Other employees may be granted such access by the Colonel of the DOA, based on operational need.
- V.C. Records Management Section employees and employees assigned to the OIA removing records from the designated file location must complete the Investigative File Log Sheet and an "out card", place the card in the designated file location, and remove the card when the file is returned.
 - V.C.1. All Records Management Section case files signed out and removed from the Records Management Section must be re-filed within two business days.
- V.D. Personnel visiting the Records Management Section for purposes of reviewing investigative case information, other than employees assigned to the OIA, are restricted to the designated review areas.
 - V.D.1. Such areas will be video-recorded.
 - V.D.2. Investigative case files may be removed from the Records Management Section area for 48 hours with e-mail approval from the requester's supervisor sent to shared e-mail account, InvReq. The requester must complete the appropriate sign-out documentation at the time the file is removed from the Records Management Section area.
 - V.D.3. Individuals may request photocopies of documents from investigative case files by forwarding a request to their supervisor. If approved, the supervisor will forward the request to InvReq.
- V.E. After-hours access to Records Management Section files:
 - V.E.1. Non-Records Management Section personnel who desire access to section files after hours must call the District 9 Call Center and indicate they need access to the Records Management Section files.
 - V.E.2. The Call Center will contact the Records Management Section supervisor or designee. The Section supervisor or designee will come to the Central Headquarters, escort the individual into the Section, and assist with finding the necessary records.

| Indicates new or revised items.

-End of Directive-