

ILLINOIS STATE POLICE DIRECTIVE

ENF-010, ARREST FINGERPRINT CARD COMPLETION

RESCINDS: ENF-010, 2013-016, revised 01-18-2013.	REVISED: 04-04-2017 2017-031
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: 1.2.5, 82.1.2, 82.3.6, 82.3.7, 83.2.3

I. POLICY

The Illinois State Police (ISP) will, when necessary to comply with the Illinois Compiled Statutes, submit an Arrest Fingerprint Card listing charges, a physical description, and fingerprints to the Bureau of Identification (BOI), Division of Administration.

II. AUTHORITY

II.A. 20 ILCS 2630/5.2 - "arrest reports; expungement and sealing"

II.B. 705 ILCS 405/5-301 - "station adjustments"

II.C. 705 ILCS 405/5-105(3) - "definitions, delinquent minor"

III. DEFINITIONS

III.A. Formal Station Adjustment - a procedure when a Juvenile Officer determines that there is probable cause to believe a minor has committed an offense and an admission by the minor of involvement in the offense.

III.B. Informal Station Adjustment - a procedure when a Juvenile Officer determines that there is probable cause to believe that the minor has committed an offense.

IV. PROCEDURES

A centralized booking site utilizing Livescan technology may be used to submit Arrest Fingerprint Cards or the BOI will provide the Arrest Fingerprint Card(s) to use when submitting manually, and the following guidelines will be adhered to:

IV.A. For individuals 18 years of age or older, or a minor 10 years of age or older but under the age of 18 being charged as an adult, submission of an electronic Adult Arrest Fingerprint Card or completion of a BOI Arrest Fingerprint Card, ISP 6-402 (available from the BOI Supply Room), including fingerprints, is required when the person is arrested for:

IV.A.1. A felony

IV.A.2. A class A or B misdemeanor except arrests for the following misdemeanors that do not require fingerprinting:

IV.A.2.a. Conservation offenses, as defined in Illinois Supreme Court Rule (S.Ct.Rule) 501(c) (see Addendum 1), when charged as a class B misdemeanor, or

IV.A.2.b. Moving and non-moving traffic violations under the Illinois Vehicle Code, other than the following (that do require fingerprinting):

IV.A.2.b.1) 625 ILCS 5/4-101 et seq., "Anti-theft Laws and Abandoned Vehicles"

IV.A.2.b.2) 625 ILCS 5/11-204.1, "Aggravated fleeing or attempting to elude a peace officer"

IV.A.2.b.3) 625 ILCS 5/11-501, "Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds, or any combination thereof"

IV.A.2.b.4) 625 ILCS 40/5-7, "Operating a snowmobile while under the influence of alcohol or drug other drugs, intoxicating compound or compounds, or a combination of them"

- IV.A.2.b.5) 625 45/5-16, "Operating a watercraft under the influence of alcohol, other drug or drugs, intoxicating compound or compounds, or combination thereof"
- IV.B. For minors 10 years of age or older, but prior to their 18th birthday who have violated or attempted to violate any federal, State or county law, or municipal ordinance classified as a misdemeanor, or for minors 10 years of age or older, but prior to their 18th birthday who have violated or attempted to violate any federal, State or county law, or municipal ordinance classified as a felony if committed by an adult, submission of an electronic Juvenile Arrest Fingerprint Card or completion of a BOI Juvenile Arrest Fingerprint Card, ISP 6-657 (available from the BOI Supply Room), including fingerprints, is required when the person is arrested for:
- IV.B.1. A class A or B misdemeanor except arrests for the following misdemeanors that do not require fingerprinting:
 - IV.B.1.a. Conservation offenses, as defined in S.Ct.Rule 501(c) (see Addendum 1), when charged as a class B misdemeanor, or
 - IV.B.1.b. Moving and non-moving traffic violations under the Illinois Vehicle Code, other than the following (that do require fingerprinting):
 - IV.B.1.b.1) 625 ILCS 5/4-101 et seq., "Anti-theft Laws and Abandoned Vehicles"
 - IV.B.1.b.2) 625 ILCS 5/11-204.1, "Aggravated fleeing or attempting to elude a peace officer"
 - IV.B.1.b.3) 625 ILCS 5/11-501, "Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds, or any combination thereof"
 - IV.B.1.b.4) 625 ILCS 40/5-7, "Operating a snowmobile while under the influence of alcohol or other drug or other drugs, intoxicating compound or compounds, or a combination of them"
 - IV.B.1.b.5) 625 ILCS 45/5-16, "Operating a watercraft under the influence of alcohol, other drug or drugs, intoxicating compound or compounds, or combination thereof"
- IV.C. A Certified Juvenile Officer may complete a Juvenile Arrest Fingerprint Card when he/she apprehends a juvenile for a minor offense for which, in the officer's opinion, an Informal or Formal Station Adjustment would be the appropriate level of enforcement action.
- IV.C.1. The Juvenile Officer will complete the Juvenile Arrest Fingerprint Card with the Station Adjustment stated on the card.
 - IV.C.2. Since the type of Station Adjustment may be unknown at the time of the arrest, the Station Adjustment can be reported to the BOI at a later date by completing the reverse side of Copy 2 of the manual Juvenile Arrest Card packet.

NOTE: Section IV.A. mandates that fingerprints for adult offenders be submitted to the BOI for both felony and class A and B misdemeanors. Section IV.B. mandates that fingerprints for juvenile offenders be submitted to the BOI for offenses classified as felonies if committed by an adult. However, the BOI will accept any other classification of offenses for adult and/or juvenile offenders that may be reportable, but not mandated, by statute to include local ordinances and juvenile misdemeanor offenses. Juvenile Station Adjustment notifications can also be reported for any offense.

IV.D. General Provisions

IV.D.1. Each criminal offender posted to the Illinois Criminal History Record Information (CHRI) database is assigned a state identification number (SID).

IV.D.1.a. The number is established when the subject's first arrest fingerprint card is submitted and posted to the CHRI system.

IV.D.1.b. Each subsequent arrest fingerprint card submitted and matched against the subject's initial fingerprint card is posted to the subject's SID number.

IV.D.1.c. Each subject has a unique SID number and each number remains the same for the subject as long as the arrest data remains on the system.

NOTE: Arrests for the offenses listed in paragraphs IV.A., IV.B., and IV.C. require the information part of the fingerprint card to be completed and fingerprints to be taken.

IV.D.2. The arresting officer is responsible for the completion of the arrest and/or fingerprint card information at the time of processing (booking) in addition to any other required forms or reports.

IV.D.2.a. The BOI Arrest Fingerprint Cards must contain the numerical identifier for the county of arrest in the block labeled COUNTY OF PROSECUTION (see Addendum 2).

IV.D.2.b. When completing or submitting a BOI Arrest Fingerprint Card, all personnel will use the Originating Agency Identifier (ORI) of their office of assignment to identify the arresting agency. Ensure the ORI when submitting via live scan belongs to the appropriate ISP arresting district. The space on the BOI Arrest Fingerprint Card labeled DEPARTMENT NAME is to contain the name and address of the arresting agency.

IV.D.2.c. The primary National Crime Information Center (NCIC) ORI assigned to the office of assignment must be used when submitting the Arrest Fingerprint Card.

IV.E. Paper Fingerprint Card Use

IV.E.1. Accuracy, neatness, and completeness are essential when completing the cards.

IV.E.1.a. All fingerprint cards will be completed by typing or printing legibly in black ink.

IV.E.1.b. Unit supervisors are responsible for providing quality control and processing of all completed cards.

IV.E.1.c. The arresting officer must attach a completed Arrest Fingerprint Card to the Citation Arrest Record copy.

IV.E.1.d. The card(s) and the Citation Arrest Record copy will then be forwarded to the appropriate District staff.

IV.E.1.e. Cards received by the BOI and the Federal Bureau of Investigation (FBI) that are incomplete, incorrect, or illegible will be returned to the contributor for correction or completion.

IV.E.2. The appropriate District staff will make the proper distribution of the card(s). District staff will:

IV.E.2.a. Forward Arrest Fingerprint Cards to the BOI daily.

IV.E.2.b. Process the Citation Arrest Record copy and any other related documents as usual.

IV.E.2.c. Forward Copy 2 (State's Attorney Copy) and Copy 3 (Circuit Clerk's Copy) of the ISP/BOI Arrest Card Packet to the appropriate County State's Attorney's Office for processing the court documents.

IV.E.2.c.1) The appropriate State's Attorney will then forward Copy 3 to the Circuit Clerk's Office.

IV.E.2.c.2) This does not include Copy 2 and Copy 3 of the juvenile packets for those juveniles handled within the facility and where either a Formal or Informal Station Adjustment was issued.

- IV.E.3. When multiple arrest citations are issued to one offender, the card(s) will be attached to the Citation Arrest Record copy issued for the most serious violation. This would also be the charge listed as number one on the card(s).
- IV.F. Livescan Device Use
- IV.F.1. Personnel who use such facilities for booking purposes are to ensure that the data fields are completed properly before the arrest card is transmitted. Officers may have to alter the machine's standard input settings to ensure the correct ISP ORI number is captured during the live scan transmission.
- IV.F.2. Officers will obtain a copy of the arrest card produced by the live scan device and attach it to the citation arrest record.
- IV.F.3. The Juvenile and Adult Livescan Arrest Forms require the following fields be completed (**all** fields should be completed, but these fields **must** be completed on the subject):
- IV.F.3.a. Name
 - IV.F.3.b. Date of Birth
 - IV.F.3.c. Place of Birth
 - IV.F.3.d. Sex
 - IV.F.3.e. Race
 - IV.F.3.f. Height
 - IV.F.3.g. Weight
 - IV.F.3.h. Eye Color
 - IV.F.3.i. Hair Color
 - IV.F.3.j. Date Printed
 - IV.F.3.k. Date of Arrest
 - IV.F.3.l. Submission Type
 - IV.F.3.m. Transaction Action Code
 - IV.F.3.n. Document Control Number
 - IV.F.3.o. Agency NCIC Number
 - IV.F.3.p. Arrestee Armed With Segment
 - IV.F.3.q. Weapon Type
 - IV.F.3.r. Automatic Weapon
 - IV.F.3.s. Arrest Charge Segment
 - IV.F.3.t. Charge Number
 - IV.F.3.u. Charge Statute Citation **or** Administrative Office of the Illinois Courts (AOIC) Offense Code (do not enter **both** codes)
 - IV.F.3.v. Inchoate Offense
 - IV.F.3.w. Charge Penalty Class
 - IV.F.3.x. Domestic Violence Indicator
- IV.G. Summary criminal history record information may be obtained through district computer terminals. The entire criminal history will automatically be sent to the District upon completion of the processing of the Arrest Fingerprint Card by the BOI.

NOTE: The CHRI User's Manual containing detailed instructions for completing an arrest card is available on the ISP Home Page at: <http://www.isp.state.il.us/media/docdetails.cfm?DocID=559>.

| Indicates new or revised items.

-End of Directive-

**ILLINOIS STATE POLICE DIRECTIVE
ENF-010, ARREST FINGERPRINT CARD COMPLETION
ADDENDUM 1, CONSERVATION OFFENSES**

RESCINDS: ENF-010, Addendum 1, 2013-016, revised 01-18-2013.	REVISED: 04-04-2017 2017-031
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: 1.2.5, 82.1.2, 82.3.6, 82.3.7, 83.2.3

1. 20 ILCS 835/0.01, et seq., the "State Parks Act"
2. 70 ILCS 805/0.001, et seq., the "Downstate Forest Preserve District Act"
3. 70 ILCS 1205/1-1, et seq., the "Park District Code"
4. 70 ILCS 1505/0.01, et seq., the "Chicago Park District Act"
5. 225 ILCS 735/1, et seq., the "Timber Buyers Licensing Act"
6. 225 ILCS 740/1, et seq., the "Forest Products Transportation Act"
7. 425 ILCS 40/0.01, et seq., the "Forest Fire Protection District Act"
8. 515 ILCS 5/1-1, et seq., the "Fish and Aquatic Life Code"
9. 520 ILCS 5/1.1, et seq., the "Wildlife Code"
10. 520 ILCS 10/1, et seq., the "Illinois Endangered Species Protection Act"
11. 525 ILCS 5/1, et seq., the "Cave Protection Act"
12. 525 ILCS 10/1, et seq., the "Illinois Exotic Weed Act"
13. 525 ILCS 20/0.01, et seq., the "Ginseng Harvesting Act"
14. 525 ILCS 40/0.01, et seq., the "State Forest Act"
15. 625 ILCS 40/1-1, et seq., the "Snowmobile Registration and Safety Act"
16. 625 ILCS 45/1-1, et seq., the "Boat Registration and Safety Act"
17. 720 ILCS 5/48-3, et seq., "Hunter or Fisherman Interference"

| Indicates new or revised items.

-End of Addendum-

**ILLINOIS STATE POLICE DIRECTIVE
ENF-010, ARREST FINGERPRINT CARD COMPLETION
ADDENDUM 2, ILLINOIS COUNTIES**

RESCINDS: ENF-010, Addendum 2, 2013-016, revised 01-18-2013.	REVISED: 04-04-2017 2017-031
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: 1.2.5, 82.1.2, 82.3.6, 82.3.7, 83.2.3

001 Adams	027 Ford	053 Livingston	078 Putnam
002 Alexander	028 Franklin	054 Logan	079 Randolph
003 Bond	029 Fulton	055 McDonough	080 Richland
004 Boone	030 Gallatin	056 McHenry	081 Rock Island
005 Brown	031 Greene	057 McLean	082 St. Clair
006 Bureau	032 Grundy	058 Macon	083 Saline
007 Calhoun	033 Hamilton	059 Macoupin	084 Sangamon
008 Carroll	034 Hancock	060 Madison	085 Schuyler
009 Cass	035 Hardin	061 Marion	086 Scott
010 Champaign	036 Henderson	062 Marshall	087 Shelby
011 Christian	037 Henry	063 Mason	088 Stark
012 Clark	038 Iroquois	064 Massac	089 Stephenson
013 Clay	039 Jackson	065 Menard	090 Tazewell
014 Clinton	040 Jasper	066 Mercer	091 Union
015 Coles	041 Jefferson	067 Monroe	092 Vermilion
016 Cook	042 Jersey	068 Montgomery	093 Wabash
017 Crawford	043 Jo Daviess	069 Morgan	094 Warren
018 Cumberland	044 Johnson	070 Moultrie	095 Washington
019 DeKalb	045 Kane	071 Ogle	096 Wayne
020 DeWitt	046 Kankakee	072 Peoria	097 White
021 Douglas	047 Kendall	073 Perry	098 Whiteside
022 DuPage	048 Knox	074 Piatt	099 Will
023 Edgar	049 Lake	075 Pike	100 Williamson
024 Edwards	050 LaSalle	076 Pope	101 Winnebago
025 Effingham	051 Lawrence	077 Pulaski	102 Woodford
026 Fayette	052 Lee		

-End of Addendum-