

ILLINOIS STATE POLICE DIRECTIVE SRV-006, INTERPOL

RESCINDS: SRV-006, 2012-009, revised 01-09-2012.	REVISED: 05-05-2015 2015-030
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: 42.1.6, 42.2.1, 42.2.2, 42.2.3, 46.3.1

I. POLICY

The Illinois State Police (ISP) will direct all requests for investigative information dealing with international crime to the Statewide Terrorism and Intelligence Center (STIC), International Criminal Police Organization (INTERPOL) Liaison Office that will contact the United States National Central Bureau (USNCB) for assistance.

II. AUTHORITY

The United States (U.S.) participates in INTERPOL pursuant to Title 22, United States Code Section 263a. In carrying out this function, the USNCB acts in accordance with U.S. laws and policies and within the framework of the INTERPOL Constitution.

III. PROCEDURES

III.A. The INTERPOL function is to facilitate police matters that transcend international jurisdictions.

III.B. The STIC is the 24-hour emergency INTERPOL Liaison Office.

III.C. Criminal investigations

III.C.1. The USNCB does not function as an operational entity with regard to investigations of criminal matters, but rather serves as a communications link and point of contact for exchange of investigative information and requests between foreign police and police within the U.S.

III.C.2. Criminal cases processed through the USNCB must be consistent with the INTERPOL Constitution, U.S. laws, and the provisions of the Privacy and Freedom of Information Acts.

III.C.3. The USNCB will refer to the appropriate state, local, or federal agency having domestic jurisdiction or to the appropriate foreign National Central Bureau all investigative requests received.

III.D. Case initiation

III.D.1. Department requests or requests received from a city or county agency must include the following information:

III.D.1.a. The specific reason(s) for the request

III.D.1.b. Complete details on the investigation or assistance requested (see III.D.3.a. through III.D.3.f.)

III.D.1.c. The reason for the urgency of the matter

III.D.2. Forward requests to one of the following:

III.D.2.a. Illinois State Police
Statewide Terrorism and Intelligence Center
INTERPOL Liaison Office
2200 South Dirksen Parkway
Springfield, Illinois 62703-4528
Phone 877/455-7842
FAX 217/558-7152

III.D.2.b. Direct a message to Law Enforcement Agencies Data System (LEADS) terminal
CAG

- III.D.3. The INTERPOL Liaison Office will review all requests to ensure:
- III.D.3.a. There is a legitimate police jurisdiction to warrant the initiation of an investigation.
 - III.D.3.b. Any action taken will not violate federal, state, or local laws.
 - III.D.3.c. The action taken will not be in conflict with Article 3 of the INTERPOL Constitution that stipulates INTERPOL channels will not handle matters of a political, racial, religious, or military nature.
 - III.D.3.d. The action does not violate any government regulation, the policy of the U.S. Department of Justice, or any specific operating instruction of the USNCB.
 - III.D.3.e. The request involves:
 - III.D.3.e.1) An INTERPOL member country or legitimate U.S. law enforcement agency
 - III.D.3.e.2) An international investigation
 - III.D.3.e.3) A violation of the laws of the U.S.
 - III.D.3.e.4) A case with no relation to political, racial, religious, or military matters
 - III.D.3.f. The request also includes:
 - III.D.3.f.1) A link between the crime and the subject of the case
 - III.D.3.f.2) A clear indication of the reason for the request
 - III.D.3.f.3) The type of investigation
 - III.D.3.f.4) Identifying information as complete as possible on the subject
- NOTE:** The liaison office will contact the requestor for additional information before submitting the request to USNCB if any of the above criteria is omitted.
- III.D.4. INTERPOL requests notification of any arrests of foreign nationals other than a traffic arrest or reckless homicide by a motor vehicle. The type of arrest reported should include the charge, chapter, and appropriate statute number. (The statute number alone would be meaningless to INTERPOL.) When an arrest of foreign nationals occurs, follow these steps to notify INTERPOL:
- III.D.4.a. The arresting officer will notify the District/Zone of the arrest and the appropriate charge(s).
 - III.D.4.b. The District/Zone will immediately contact the STIC, INTERPOL Liaison Officer, and inform him/her of the nature of the arrest and all other pertinent information needed.
- III.E. Types of assistance available through INTERPOL:
- III.E.1. Applicant inquiries

The request for information on applicants must be in writing, either on official letterhead or via the National Law Enforcement Telecommunications System (NLETS), and include the following:

 - III.E.1.a. Full name of applicant (to include last name, first name, and middle name/initial)
 - III.E.1.b. Date and place of birth
 - III.E.1.c. Fingerprints - while not required by each member country, a more conclusive search can be conducted if provided
 - III.E.1.d. Name of each country the applicant has resided in or visited and the dates
 - III.E.1.e. Parents' names (to include mother's maiden name - required if record checks are to be completed in Spanish-speaking countries)
 - III.E.1.f. Reason for the request, i.e., applicant for law enforcement position
 - III.E.2. Criminal history checks
 - III.E.3. Extradition and deportation proceedings

- III.E.4. Fingerprint checks
- III.E.5. Fugitive searches
- III.E.6. Humanitarian cases
 - III.E.6.a. Child custody
 - III.E.6.b. Death notification
 - III.E.6.c. Parental abduction
- III.E.7. Information on missing, ill, or deceased persons
- III.E.8. Information on terrorism
- III.E.9. License checks
- III.E.10. Modus operandi information
- III.E.11. Name checks
- III.E.12. Photograph and physical description checks
- III.E.13. Selected types of stolen property identification recovery
- III.E.14. Wanted notices
- III.E.15. Weapon traces
- III.E.16. Witness location and interviews
- III.F. Handling of inquiries
 - III.F.1. The INTERPOL Liaison Officer will determine if the request for criminal information is of an emergency nature (e.g., a foreign national has been arrested for a felony and it appears he/she will be able to post bond, and there is reason to believe that the subject may be engaged in criminal activity in a foreign country).
 - III.F.1.a. If an emergency is obvious, the INTERPOL Liaison Officer will immediately notify INTERPOL authorities and request available information on the subject.
 - III.F.1.b. If no emergency exists, and the request can wait until normal business hours, the INTERPOL Liaison Officer will send the request for criminal information to INTERPOL the following business day.
 - III.F.2. Criminal record information received from INTERPOL after hours is normally sent to the STIC via LEADS terminal CAG. The STIC will subsequently advise the appropriate District/Zone of the information through respective terminals and the District/Zone will inform the officer of the result of the specific inquiry.

-End of Directive-