

## ILLINOIS STATE POLICE DIRECTIVE SRV-215, FIELD NOTIFICATION PROGRAM

<b>RESCINDS:</b> SRV-215, 2013-013, revised 01-08-2013.	<b>REVISED:</b> 03-31-2017 <b>2017-029</b>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS:</b> 1.2.3, 15.1.2, 41.2.4, 42.1.6, 51.1.1, 51.1.2

### I. POLICY

The Illinois State Police (ISP) will promote effective law enforcement, maximize protection to the public, and provide better safety to law enforcement officers through implementing an automated and/or written Field Notification Program (FNP), part of the Law Enforcement Agencies Data System (LEADS) Caution File, designed to provide law enforcement officers with immediate identification of suspected major criminal violators and/or dangerously violent individuals.

### II. DEFINITION

- II.A. Field Notification Program (FNP) - a program designed to provide officers with immediate identification of suspected major criminal violators and dangerously violent individuals. The file is intended to promote more effective law enforcement, maximize protection to the public and provide better safety to law enforcement officers.
- II.B. FNP Categories – Specific categories providing a way to indicate the kinds of criminal activity the subject is known or believed to be involved in. The table of FNP codes can be found at [http://emanual.isp.state.il.us/Caution\\_File/Field\\_Notification\\_Program\\_Crime\\_Category\\_code.htm](http://emanual.isp.state.il.us/Caution_File/Field_Notification_Program_Crime_Category_code.htm).
- II.C. LEADS caution file - a file made up of computerized records containing personal identifiers, descriptors, addresses, and vehicles associated with individuals who have demonstrated they are dangerous or are at least believed to be a danger to others or themselves.
- II.D. Suspected person - someone who is involved in circumstances that would arouse the reasonable suspicion of a prudent and alert law enforcement officer.

### III. RESPONSIBILITY

The ISP Division of Administration (DOA) maintains the FNP as part of the LEADS Caution File.

### IV. PROCEDURES

#### IV.A. Criteria

- IV.A.1. Political, religious, or other first amendment activities or personal opinions of an individual are not a valid basis for inclusion in the FNP unless such activities are clear violations of criminal felony laws or pose a clear and present threat to public order and safety.
- IV.A.2. Information may be included in the FNP when it is relevant to a person or persons suspected of being or having been involved in activities that constitute a violation of the criminal laws of the state of Illinois, the United States, or any jurisdiction within the United States that would be a violation of the criminal laws of the state of Illinois and/or pose a threat to the physical safety of law enforcement officers or the general public.
- IV.A.3. A subject may be entered into the FNP provided at least one of the following entry criteria is met:
  - IV.A.3.a. The subject is involved in circumstances that would arouse the suspicion of a reasonable and prudent person, and those circumstances are verifiable from at least three independent reliable sources of information.
  - IV.A.3.b. The information is the result of direct observation by the submitter.
  - IV.A.3.c. The subject has been convicted of the offense in question.

- IV.A.3.d. A subject who, by his/her own admission, has a contagious disease, or claims to have a contagious disease, and has threatened or attempted to convey that disease to a law enforcement officer.
  - IV.A.3.d.1) Information of the existence of a contagious disease received in this manner would not be within the confidentiality restrictions of the AIDS Confidentiality Act, 410 ILCS 305/1, et seq.
  - IV.A.3.d.2) While such information may be cause for entry, the information should only be disclosed to those at the scene of an incident with an immediate need for the information.
- IV.A.3.e. The subject meets the criteria for Clear and Present Danger (refer to LEADS policy for criteria).
- IV.A.3.f. The subject meets the criteria for Homeland Security Suspect (refer to LEADS policy for criteria).
- IV.A.3.g. The subject is suspected or convicted of “stalking” and meets at least one of the following criteria:
  - IV.A.3.g.1) The suspect must have committed two acts as required by the basic “stalker” statute.
  - IV.A.3.g.2) The victim must seek relief of an explicit court order of protection if the suspect is a household or family member.
  - IV.A.3.g.3) The circumstances that constitute the offense of “stalking” are verifiable from at least three independent, reliable sources.

IV.B. Entry

IV.B.1. For entry into the FNP system, the following steps will be taken:

- IV.B.1.a. The submitter must assemble pertinent documentation. All documentation should relate to activity no older than one year from the date of submission, except for information pertaining to violent criminal behavior.
- IV.B.1.b. The submitter must complete the Field Notification Entry Form, ISP 4-154; Field Report, ISP 5-048; or an Investigative Report, ISP 4-003 (all forms are available in the ISP Document Library at <http://maphome/documentlibrary/>). For those with access to ISP report software, the ISP report software will be utilized in lieu of a Field Report.
  - IV.B.1.b.1) All required fields must be completed, and the documentation must show that a reasonable effort has been made to complete every field.
  - IV.B.1.b.2) As a minimum, submissions will include the following:
    - IV.B.1.b.2)a) An FNP Entry Form, Field Report, ISP report software, or Investigative Report, if appropriate, will at a minimum, include the following information:
      - IV.B.1.b.2)a)(1) The subject's full name
      - IV.B.1.b.2)a)(2) Any alias name used by the subject (if available)
      - IV.B.1.b.2)a)(3) Subject's date of birth (may be multiple)
      - IV.B.1.b.2)a)(4) Subject's physical description
      - IV.B.1.b.2)a)(5) Subject's vehicle license number and description
      - IV.B.1.b.2)a)(6) Subject's driver's license number
      - IV.B.1.b.2)a)(7) Subject's Social Security Number
      - IV.B.1.b.2)a)(8) FNP modus operandi

- IV.B.1.b.2)a)(9) Submitter's name and ID number
- IV.B.1.b.2)a)(10) Originating (Agency) Identifier (ORI)
- IV.B.1.b.2)a)(11) Authorization signatures
- IV.B.1.b.2)a)(12) A brief narrative describing reason(s) for submission

IV.B.1.b.2)b) Attached supportive documentation including copies of any pertinent investigative documents, criminal arrest records, public documents, or other relevant material.

- IV.B.1.c. The Field Notification Entry Form, Field Report, ISP report software, or Investigative Report, if appropriate, will be submitted with proper documentation to the person within the district office designated as District FNP Administrator of the program.
- IV.B.1.d. Those reports submitted to district offices will be reviewed by the District FNP Administrator for approval before being entered.
- IV.B.1.e. If acceptable to the District FNP Administrator, or designee, the entry will be made without delay. A copy of each entry form will be retained in the entering office in a secure location separate from all other records for the duration of time that the subject remains in the FNP.

**NOTE:** Additional pertinent information that does not fit in to the regular fields of the FNP record may be entered in an add-on (1000 add-ons per master record may be entered). Alias names and dates of birth should not be entered in an add-on but rather attached as aliases (maximum of 30 alias names and 9 alias dates of birth per record).

**NOTE:** LEADS Computerized Hot File programming staff will submit to the Statewide Terrorism and Intelligence Center (at e-mail address STIC@ISP.state.il.us) a daily report indicating any transaction performed on FNP Homeland Security – Suspicious Activity (HSA) records (enter, modify, add-on, cancel, or void).

#### IV.C. Inquiry/Response

- IV.C.1. Any of the following data element combinations when entered will generate an inquiry into the LEADS Caution File:
  - IV.C.1.a. Name
  - IV.C.1.b. Sex
  - IV.C.1.c. Date of birth
  - IV.C.1.d. License plate number
  - IV.C.1.e. Vehicle Identification Number (VIN)
  - IV.C.1.f. Driver's license number
  - IV.C.1.g. Social Security Number
- IV.C.2. All policies and procedures applicable to FNP are located in the LEADS eManual, Caution File chapter.

#### IV.D. Hit procedure for communications personnel

- IV.D.1. The standard hit comparison procedure as defined in the Communication Policy and Procedures Manual will be used.
- IV.D.2. If the LEADS Caution File hit is determined "valid to operator," it will be disseminated to the inquiring officer using the "10-61" procedure. The hit alert tone will not be used to disseminate LEADS Caution File hits.

- IV.D.3. A telecommunicator-initiated Criminal History Record Information (CHRI) inquiry will be generated on all "valid to officer" LEADS Caution File responses.
- IV.D.4. Unlike Computerized Hot File (CHF) hit procedures, there is no required confirmation procedure when receiving a positive LEADS Caution File response.
- IV.D.5. A hard copy of all positive LEADS Caution File responses (determined valid to operator) will be retained in a secure communications file (tabbed "FNP") and maintained separately from other files for a period of one year (minimum).

IV.E. Hit procedure for law enforcement officers

Once having received a positive FNP response to a field inquiry (initiated by an officer who has a suspect vehicle or subject either stopped or in view), the following procedures will apply:

- IV.E.1. The officer will exercise caution.
- IV.E.2. The officer will consider requesting precautionary backup assistance.
- IV.E.3. The officer will evaluate the situation regarding applicability and any practical use of FNP information. The officer may use this information as a basis for further investigation if the totality of the circumstances dictates. Examples may include:
  - IV.E.3.a. A prolific burglar with two television sets and a stereo
  - IV.E.3.b. A suspected child molester with an unidentified child
  - IV.E.3.c. Any subject who has been known to be violent or has threatened an official
- IV.E.4. Subjects may only be held as a result of local or other charges. The subject cannot be arrested or detained based solely on the FNP response.
- IV.E.5. A report, i.e., Field Report, ISP report software, or Investigative Report, as appropriate, will be completed for any inquiry resulting in a "valid to officer" (correct subject) positive response from the FNP.

IV.E.5.a. When applicable, the following data must be included on the report:

- IV.E.5.a.1) Full name of person inquired upon
- IV.E.5.a.2) Complete physical description
- IV.E.5.a.3) Address of person inquired upon
- IV.E.5.a.4) Date of birth
- IV.E.5.a.5) Passengers in the vehicle (include the same information as listed in paragraphs IV.E.5.a.1) through IV.E.5.a.4))
- IV.E.5.a.6) Complete vehicle description
- IV.E.5.a.7) Time and date of contact
- IV.E.5.a.8) Location of contact
- IV.E.5.a.9) Direction of travel/destination
- IV.E.5.a.10) A narrative of the circumstances of the stop and any comments made by the subject or passengers
- IV.E.5.a.11) Any criminal or other violations resulting from the contact
- IV.E.5.a.12) Any further anticipated enforcement activity, such as a court date
- IV.E.5.a.13) Any other physical identifiers

IV.E.5.b. The report must be conspicuously marked FNP for ready identification.

- IV.E.6. Field Reports and ISP report software completed in response to a contact made with a subject identified in the FNP file will be coded as TYPE = "4" (Personal History Information), in addition to other TYPE codes applicable to the particular situation.

IV.E.6.a. If the report is being completed solely for purposes of documenting the contact, it will be coded as SYMBOLS = "O" (Other).

- IV.E.6.b. If the report is being completed to document other aspects of the contact in addition to the FNP response on the name inquiry, then the most appropriate SYMBOLS code will be selected, i.e., defendant, complainant, etc.
  - IV.E.7. Normally it will not be necessary to complete a report if the computer response is determined to pertain to an individual and vehicle other than the subject of the original submission.
  - IV.E.8. Reports generated by district personnel, as a result of a positive encounter with a FNP subject, will be filed with the original documentation by which the subject was entered into the FNP.
  - IV.E.9. A LEADS add-on record will be attached to a valid officer LEADS Caution File/FNP response to document the officer's contact with the individual. Refer to the LEADS eManual, Caution File Chapter for required add-on information.
- IV.F. File and System Maintenance
- IV.F.1. Updating of original submissions
    - IV.F.1.a. The same rules apply to correcting or updating a submission as to the original submission itself.
    - IV.F.1.b. The original submitter is responsible to update the record, if any of the information contained in the original submission becomes outdated or is found to be incorrect.
    - IV.F.1.c. This may be accomplished by marking the "UPDATE" block on a FNP entry form or a similar entry on the field report addendum form, or ISP report software, and forwarding it in the same manner as is outlined for the original submission.
  - IV.F.2. Removal from the system
    - IV.F.2.a. If for any reason it is determined an individual should be removed from the system, an FNP Entry Form or a Universal Addendum Form, ISP 5-264, or ISP report software equivalent, marked "Cancellation" stating the reason for the removal should be completed and forwarded to the District FNP Administrator who will evaluate the request and cause the removal, if warranted. Normally this request would come from the submitter of the original entry but it may originate with anyone with cause for the action.
    - IV.F.2.b. If the request is honored, a notification of the cancellation will be sent to the submitter(s) of the entry.
    - IV.F.2.c. If the request is not honored, the submitter will be notified of the denial of the request and provided with the reason(s) for the decision.
  - IV.F.3. Validation of records
    - IV.F.3.a. Currently, there is no formal on-line validation capability for records in the Caution File/FNP. However, review of these records is required. Refer to the LEADS Help File for validation policy and procedures.

| Indicates new or revised items.

**-End of Directive-**