ILLINOIS STATE POLICE
ADM-025, ACCESS TO RECORDS

RESCINDS:	**REVISED:**
ADM-025, 2017-011, revised 03-20-2017.	02-01-2022 **2022-015**
RELATED DOCUMENTS:	**RELATED CALEA STANDARDS (6th Edition):**
PER-057	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 Justice Services (DJS), 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 RMS, DJS.

IV. RESPONSIBILITIES

The Supervisor of the RMS 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 RMS 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 RMS offices requires the use of the Central Headquarters access card system with access to records restricted to the employees of the RMS and employees assigned to the Office of Inspection and Audits (OIA) for the limited purpose of audits/compliance review. The Deputy Director of DJS may authorize other employees access to RMS offices based on operational need.

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

V.B.2. The RMS Supervisor, or his/her designee, will ensure non-RMS 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 RMS 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 RMS, and employees assigned to the OIA. Other employees may be granted such access by the Deputy Director of the DJS, based on operational need.

V.C. RMS 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 RMS case files signed out and removed from the RMS must be re-filed within two business days.

V.D. Personnel visiting the RMS 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 RMS 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 RMS 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 RMS files:

V.E.1. Non-RMS personnel who desire access to section files after hours must call the Springfield Communications Center (SCC) and indicate they need access to the RMS files.

V.E.2. The SCC will contact the RMS 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-