



STATEWIDE TERRORISM & INTELLIGENCE CENTER
WORK UNIT DIRECTIVE
STIC-004, PROCEDURES FOR INQUIRIES

I. POLICY

The Statewide Terrorism & Intelligence Center (STIC) is a 24 hour/7 day call center which provides immediate intelligence information to local, state, and federal law enforcement agencies on terrorism and major crimes related suspects and incidents. STIC staff members will handle all calls in a consistent, timely, and professional manner in compliance with Federal Regulation 28 CFR Part 23.

II. DEFINITIONS

- II.A. 20-Minute Work-Up- A request for information when the requesting law enforcement officer(or contacting agency) is on an active traffic or criminal stop. Goal of STIC is to provide an accurate response to the requestor within 20 minutes.
- II.B. 28 CFR Part 23 - A Federal Guideline for law enforcement outlining implementation standards for operating federally funded multi-jurisdictional criminal intelligence systems.
- II.C. Criminal Intelligence Analyst (CIA) - Full-time Illinois State Police Code employee who primarily researches and analyzes data in regard to criminal activity, suspects, and incidents.
- II.D. VITAL - Violent Crime Information Tracking and Linking System - The Illinois State Police Intelligence Database. This database is accessed and populated at the source, by the source. VITAL was also designed and constructed as an information sharing database which adheres to Federal Intelligence Guidelines (28CFR, Part 23).
- II.E. Terrorism Research Specialist (TRS) - Full-time Illinois State Police Code employee who researches and analyzes data in regard to potential terrorism suspects and incidents which may be precursors for terrorist activity.

III. RESPONSIBILITIES

- III.A. Analysts will respond to requests from law enforcement agencies/officers in a thorough and timely manner. This includes determining the nature of the request, searching all relevant databases and sources of information, documenting all information, and disseminating the information as appropriate.

III.B. Analysts will document all requests for information in VITAL (Notebook and/or Dissemination) and the STIC Access Shift Reporting System.

IV. PROCEDURES

IV.A Analysts who receives a request for information via telephone will establish whether the requestor is on an active traffic stop, if so, the reason for the stop, and verify existence of reasonable suspicion if data will be disseminated and retained. (See Attachment 1 - "Script/Guide for STIC Analyst on phone procedures"). If requestor is on a traffic stop, begin searches for a 20-Minute Work-Up. If not, a non-urgent query search should be followed.

IV.B. 20-Minute Work-Up

IV.B.1. When a query is made to STIC from a law enforcement officer (or their contacting agency) who is on an active traffic stop, the Analyst will conduct an abbreviated search of intelligence databases with a goal to return relevant information to the officer within 20 minutes. Once the basic information is relayed to the officer, the Analyst will complete a full database work-up.

IV.B.2. Refer to STIC Playbook Section III - "20 Minute Work-Up Request"

IV.C. Non-Urgent query

IV.C.1. When a query is made to STIC from a law enforcement officer (or their contacting agency) who is NOT on an active traffic stop, the Analyst will conduct a thorough search of intelligence databases with a goal to return all relevant information to the officer.

IV.C.2. Refer to STIC Playbook, Various Sections, for queries that fall within the scope of "non-urgent" status.

IV.D. VITAL Entries

IV.D.1. A record of every query an Analyst responds to will be entered into the VITAL database system. Every query, whether criminal related activity or terrorism related activity will be entered into VITAL Dissemination. Calls of suspected terrorism activity that meet the requirements of 28CFR Part 23 will be entered into VITAL Notebook. A copy of the VITAL Dissemination Narrative that includes relevant findings and the list of persons who received the disseminated information will be entered into the STIC Shift Report.

IV.D.2. All VITAL entries shall be quality checked and approved by a Watch Officer.