



CLEAR Registration Packet

This registration packet contains the following materials:

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- B. Introduction to Criminal Justice Integration Project and CLEAR
- C. Security Requirements Agreement
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- E. Identification of CLEAR Administrators Form
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Criminal Justice Agency Chief:

Members of the Chicago Police Department developed a technology integration application called Citizen and Law Enforcement Analysis and Reporting (CLEAR). CLEAR provides an unprecedented amount of information about criminal offenders in Chicago, Cook County and makes this data available throughout the State and our neighboring states. Please consider this letter to you my personal invitation for your agency to become a CLEAR data sharing partner.

The attached documents in this registration packet inform your agency how to apply for CLEAR. The strength of the CLEAR Data Warehouse is its ability to quickly search this huge data base with as little as a suspect's nickname, tattoo, street name, or any other data variable on file. With each computer "hit" the suspects' criminal history record and arrest mug shot photographs can be printed.

I have directed Chicago Police Department staff to reach out to all criminal justice agencies as part of Chicago's Criminal Justice Integration Project so that agency executives can view this data sharing tool for themselves. The purpose of this initiative is to enhance public safety throughout Chicago, Illinois and the Midwest. There is no fee for accessing CLEAR data.

Since there is a need to maintain security and ensure that criminal history records and confidential police records are only disseminated to authorized criminal justice agency personnel each agency chief must complete and return two documents: a signed Security Requirements Agreement and the CLEAR Administrator Form.

Your participation in this endeavor is appreciated.

Sincerely,

Eddie T. Johnson
Superintendent
Chicago Police Department



An Introduction to the CPD CLEAR Criminal Justice Integration Project

Citizens & Law Enforcement Analysis & Reporting (CLEAR)

There is one compelling public safety reason for introducing CLEAR: crime knows no boundaries. Practitioners in the criminal justice system have long known this, and, so has the public.

Today we now have the technology to share information about offenders in "real time." Criminal investigations need not be stymied by a lack of information about individuals who have previously been arrested in Chicago or elsewhere in Illinois. We want you to join us as equal data sharing partners.

- Sharing data is simply a better business practice.
- Due to investments in technology, the electronic infrastructure is now in place to enable the criminal justice system to become more of a "system."
- Citizens often incorrectly perceive that the age of sophisticated electronic information sharing amongst police and criminal justice agencies arrived years ago.
- Police information systems are often too costly for individual communities to purchase for its police departments.
- The Criminal Justice Integration Project is a Chicago Police Department (CPD) outreach, sharing of data program, made possible by an unprecedented linking of the Cook County Apprehension Booking System (CABS) and the records of the Illinois State Police Bureau of Identification.
- The Data Warehouse enables individualized searches of the huge amounts of arrest and other information pertaining to specific suspect and offenders.
- The power of the intranet is now in the hands of law enforcement and other criminal justice agencies. With the proverbial "click" and "double clicks," specific information about offenders' past criminal histories, mug shots, and addresses of arrest can be quickly retrieved with as little as a nickname or tattoo description of a suspect. Rap sheets even have the latest mug shot / Illinois Department of Corrections penitentiary release photo.
- The use of CLEAR will greatly strengthen intra-suburban and inter-city criminal investigations and allow criminal justice agencies to obtain other information necessary for the efficient completion of their missions.

- There is presently a convergence of technological understanding and a driving criminal justice rationale for this cooperative program. The Chicago Police Department is encouraging all law enforcement and criminal justice agencies to join CLEAR as equal partners as it strives to share what can only be described as an integrated criminal justice information system.
- The one and only beneficiary of all police and criminal justice agencies using CLEAR is public safety.

Point of Contact for information on how to enroll your police / criminal justice agency:

CLEAR Liaison
Chicago Police Department
Public Safety IT
3510 S. Michigan Avenue
Chicago, IL 60653
(312) 745-5083
clearliaison@chicagopolice.org



Security Requirements for Accessing Information from CLEAR - Citizens and Law Enforcement Analysis and Reporting

As the Chief Executive of _____ I affirm that all members of the agency for whom I have assigned authority to enter and access data electronically from the CLEAR system managed by the Chicago Police Department will abide by the security requirements as delineated herewith by the Chicago Police Department in this document and in any written successor security requirement document disseminated by the Chicago Police Department.

I do so for the purpose of gaining access to the data stored in the CLEAR system and that other information which the Chicago Police Department has voluntarily made available to criminal justice agencies over its extra net.

All inquiries must be for criminal justice purposes only. All users of CLEAR in my agency will be informed that each inquiry made of CLEAR is tracked to the logon identification number of the requestor. Audits will be conducted to review usage by agencies and individuals authorized to make such inquiries.

The following security requirements are mandatory for all agencies and persons accessing information from CLEAR:

1. Users must be full time criminal justice agency employees or certified as police officers in the State of their employment of the participating police department / criminal justice agency.
2. Users must have no history of felony convictions; participating local criminal justice agencies in Illinois must submit a State of Illinois Identification (SID) Number for each user as evidence that a criminal history background check was previously conducted for an employee. Outside of Illinois each CLEAR user must be uniquely identified. (Note: Mostly, this unique identifier is that member's FBI CJIS systems logon 10.)
3. All agencies must provide demographic data and pertinent numeric identifiers for personnel identified by their respective agency to the Chicago Police Department before access to CLEAR will be authorized.
4. The Chicago Police Department will assign each user a logon identifier to access CLEAR.
5. All users of the CLEAR programs must create an individualized password when they first logon using the new logon identifier.
6. Passwords should be changed regularly.

Note: Users can change their passwords without the assistance of the CPD Help Desk by going through the CLEAR Portal.

7. Participating agencies will not maintain a listing of their members' passwords.
8. Passwords are confidential and known only to the user.
9. CLEAR passwords may be re-set by either the local agency CLEAR Administrators or the Chicago Police Department's Help Desk at 312-745-5083.

Note: Members seeking to re-activate their password will be required to positively answer a set of prescribed questions for which the answers have previously been recorded at the Help Desk.

10. Participating agencies may be required to validate their agencies' rosters of employees who have CLEAR logon identification numbers on demand in the manner prescribed by the Chicago Police Department.
11. Participating agencies will immediately de-activate the logon Ids of all members of their respective agency who have been suspended, are retired, on extended leave of absence, or otherwise no longer an active employee in good standing; this will be done by one of the agency's CLEAR Administrators.
12. Any suspected or documented misuse of CLEAR information discovered or reported to a participating agency must be reported by that participating agency chief to the Chicago Police Department's Director of Information Services Division at 312-745-5083 during normal business hours. Members whose passwords are suspected to have been compromised will change their passwords.
13. Any misuse of the information accessed from the CLEAR should be considered a disciplinary infraction by that participating agency and be addressed in such a manner by that agency.
14. Any documented misuse of information obtained from CLEAR or failure to abide by the security rules established by the Chicago Police Department may result in termination of the participating agency's access by the CPD.
15. Each participating agency will identify two members of their agency to function as CLEAR Administrators. At the direction of the chief of the subject agency CLEAR Administrator will be authorized to create, de-activate and modify CLEAR user information for members of that agency.

Accepted by: _____

Title: _____

Agency: _____

Date: _____



CLEAR Administrators' Function

Each chief executive will identify two agency employees to function as CLEAR Administrators. These CLEAR Administrators will have the authority to add, modify, and deactivate personnel for CLEAR access for their agency.

Each chief executive will submit the names and requested data for their personnel who are designated as CLEAR Administrators by completing the form attached to this document and mail or fax to the Chicago Police Department's Criminal Justice Integration Project Manager. (See attached document for specific contact information).

Once the CLEAR Administrators are activated by the Chicago Police Department, the CLEAR Administrators will then be able to enter the requisite personnel data into the web-based CLEAR application for all members of their agency who have been approved for access to CLEAR by their agency chief executive.

CLEAR Administrators will click on the CLEAR Portal, login, and select the User Management module in order to activate or de-activate agency members' access.

It should be noted that the authority to function as a CLEAR Administrator can only be activated by designated members of the Chicago Police Department Information Services Division.

Agency chief executives and CLEAR Administrators should also be aware that every personnel record transaction is permanently recorded and is subject to audit.



AGENCY ACCESS FORM

Identification of Agency CLEAR Administrators

Agency Name: _____

Agency NCIC: _ _ _ _ _

Agency Phone No. _____ Fax No. _____

1. Last Name: _____ First Name: _____ Middle Initial: _____

Sex: _____ Race: _____ Sworn Peace Officer Y / N if Y, Star/Badge # _____

Email: _____ Phone No. _____

CLEAR Logon ID # (only if already assigned): _ _ _ _ _

SSN: 000 - 0 _ - _ _ _ (last 5 only - this number will uniquely identify the user)

State Identification (SID) Number: _____

Date First Employed by Agency: _____

2. Last Name: _____ First Name: _____ Middle Initial: _____

Sex: _____ Race: _____ Sworn Peace Officer Y / N if Y, Star/Badge # _____

Email: _____ Phone No. _____

CLEAR Logon ID# (only if already assigned): _ _ _ _ _

SSN: 000 - 0 _ - _ _ _ (last 5 only - this number will uniquely identify the user)

State Identification (SID) Number: _____

Date First Employed by Agency: _____

Authorized by Agency Chief:

_____ (printed name)

_____ (signature)

Date: _____



CLEAR User Logon Identification Numbering System

- Each user's logon identification will be 10 characters long.
- The log on identifier is a modified version of each agency's NCIC organizational number: ORI#
- The first two characters identify the State of the agency. IL, IN, WI, etc.
- Characters 3 - 5 identify the county. Cook County is, by alphabetical order, the 16th county in Illinois. Cook = 016. Therefore, IL016.
- Characters 6 and 7 identify the agency. These characters may be either numeric or alphabetical. County Sheriffs are 00. The first town alphabetically will be 01. Alsip in Cook County, IL is IL01601. Alsip's agency identifier is 01.
- Characters 8 - 10 are alpha characters that uniquely identify a specific user in that agency. The alpha identifiers will be assigned sequentially in the following order:
 - AAA, AAB, AAC, ...ZZX, ZZY, ZZZ
- A log on identifier will only be assigned to one individual in each agency.
- An example of the first logon identifier to be issued to an authorized user in the Alsip Police Department: IL01601AAA. The 2nd logon ID would end in AAB.
- Additionally, each authorized user will be required to use a password which is unique and known only to the authorized user in order to access CLEAR.