School Safety Information Sharing Program

Statewide Terrorism & Intelligence Center
2200 South Dirksen Parkway, Suite 238
Springfield, Illinois 62703

Illinois' Statewide Terrorism & Intelligence Center (STIC) serves the criminal justice and public safety communities as a centralized repository for the collection, analysis and dissemination of homeland security information. One of the goals of STIC is to promote mutually collaborative communications, working relationships and information sharing between the private and public sectors.

The School Safety Information Sharing (SSIS) Program is an on-going illustration of these efforts. The program was initiated in March 2013 and was designed as a cooperative engagement to share vital, For Official Use Only (FOUO) information, and ensure timely dissemination of K-12 school and college protection guidance and intelligence with those designated as 'need to know.' 'Need to know' is established when the prospective recipient requires access to specific information in order to fulfill their duties protecting K-12 school and college facilities, property, students, faculty and staff. Law enforcement officers who are assigned to schools and campuses may receive information classified as Law Enforcement Sensitive (LES).

By definition, FOUO is a designation applied to unclassified sensitive information that may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA)[1]. FOUO applies to information of a sensitive nature, not otherwise categorized by statute or regulation, the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of federal or state programs, or other programs or operations essential to the national interest. Information designated as FOUO is not automatically exempt from disclosure under Illinois Sunshine Laws[2]. Information requested by the public under a FOIA request must still be reviewed on a case-by-case basis. Information included in this category shall include, but is not limited to, information that:

- Is developed by extracting information previously classified at a higher level;
- Pertains to sensitive critical infrastructure that cannot be released to the general public;
- Pertains to sensitive homeland security information that is not releasable to the general public; or
- Pertains to emergency response information that cannot be released to the public

FOUO information may be hand delivered, sent via facsimile, or sent through electronic mail. Dissemination of FOUO information shall be limited to agencies with homeland security, domestic security, critical infrastructure, or emergency response duties with a valid critical mission need and right to know, except in exigent circumstances.

Information collected and disseminated by STIC with an LES designator is unclassified information of a sensitive nature which may not be disseminated outside the scope of law enforcement personnel and is exempt from mandatory release to the public under FOIA. Access to and dissemination of some LES information is restricted by statute, regulation, or policy. Dissemination of LES information beyond the law enforcement

[1] Department of Defense Directive Number 5400.07 (http://www.dtic.mil/whs/directives/corres/pdf/540007p.pdf)
[2] The Illinois Freedom of Information Act (5 ILCS 120/1) and the Federal Freedom of Information Act (5 U.S.C. § 552)

community is strictly prohibited[3,4] and could result in civil and/or criminal penalties for the individual disseminating the information beyond the allowed scope[5].

Applicants must have a vested interest in protecting K-12 school and college facilities, property, students, faculty and staff. The information shared can pertain to physical security, asset protection, cybercrimes intrusion, threats, suspicious activities, operations, crisis management or emergency preparedness perspectives. Also, through their official duties, persons that require and share information from an all hazards perspective should apply. Those individuals involved in consulting, sales or the installation of security products must submit a comprehensive memorandum explaining how information provided to or received from STIC will be used FOUO.

Participant access will be enabled by STIC following the validation and the approval of applications. Personal information provided to STIC will be used solely for the purpose of individual identification to meet internal security requirements. There is no fee to participate in this important information sharing forum.

In addition to the internal security requirements, a signed non-disclosure form is required from each applicant prior to receiving SSIS membership and program access. This protects the shared information and benefits all parties through required protocols and policies.

ILLINOIS STATE POLICE
Statewide Terrorism & Intelligence Center

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School Intelligence Officer
School Safety Information Sharing Program

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[3] Illinois Compiled Statutes - 20 ILCS 2630/7, Criminal Identification Act; http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=350&ChapAct=20%26nbsp%3BILCS%26nbsp%3B2630%2F&ChapterID=5&ChapterName=EXECUTIVE+BRANCH&ActName=Criminal+Identification+Act%2E. Accessed on 05-04-09.

[4] Code of Federal Regulations – 28 CFR Part 23.20 (f)(1); http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=d6b7a34c5d7e324777339befe08b239c&rgn=div8&view=text&node=28:1.0.1.1.24.0.4.4&idno=28. Accessed on 05-04-09.

[5] Code of Federal Regulations – 31 CFR 5311, et. Seq; http://www.fincen.gov/news_room/rp/files/Sections_7.pdf. Accessed on 05-04-09; Code of Federal Regulations – 5 CFR 2 § 552 (a)(i)1,2. The Privacy Act; http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t05t08+27+0++()%20%20AND%20((5)%20ADJ%20USC)%3ACITE%20AND%20(USC%20w%2F10%20(552a))%3ACITE%20%20%20%20%20%20%20%20%20. Accessed on 05-04-09.

School Safety Information Sharing Program Application (Page 1 of 2)

School District Name (if applicable): _____

School/Campus Name: _____

School/Campus Address: _____

School/Campus County: _____

Last Name: _____ Legal First Name and M.I.: _____

Job Position: _____

DOB: _____ Last 4 SSN# _____ Sex: Male _____ Female _____

Are you currently sworn officer of the law? Yes ___ No ___ If Yes, Name of Agency: _____

Residence (Street Address, City, State): _____

Signature: _____

Office Telephone: _____ Office Fax: _____

Work E-mail (no yahoo, hotmail, etc.): _____

(Optional) We are in the process of setting up a text notification system. Text alerts would only go out for major events. This is a free service; however message and data rates still apply with the ability to unsubscribe at any time.

Cell Phone Number: _____

Provider (ATT, Sprint, etc): _____

Supervisor: _____

Supervisor Signature: _____

Office Telephone: _____

Send completed application to: **E-Mail: schoolsafety@isp.state.il.us**
Mail: STIC School Safety Information Sharing Program
2200 S. Dirksen Parkway, Suite 238, Springfield, IL 62703 **Fax: 217-558-7152**

School Safety Information Sharing Program (Page 2 of 2)
Non-Disclosure Agreement

In recognition of, and in consideration for the Illinois Statewide Terrorism & Intelligence Center (STIC) granting me access For Official Use Only (FOUO) or non-public homeland security information as a part of my participation with the School Safety Information Sharing (SSIS) program, I hereby enter into this Agreement with the STIC:

1. I acknowledge that my participation with STIC's SSIS program places me in a position of special confidence and trust, and that I have been advised that such information is sensitive, and that I have been briefed on the need for safeguarding and maintaining the security of such sensitive information, and the procedures to be followed in any authorized release or dissemination of such information.

2. I acknowledge that the unauthorized disclosure or the negligent handling of sensitive information that results in its dissemination to unauthorized personnel could compromise investigations or place persons at risk.

3. I will not disclose, publish, release, transfer, copy (in whole or in part) or otherwise make available any sensitive information except as provided herein, and will keep sensitive information made available to me in confidence and prevent its unauthorized disclosure. I will not alter or remove markings indicating the classification designation of the information.

4. I will release information received from STIC only to personnel with an established need to know the information, and to such other persons as directed by STIC, and acknowledge that any other unauthorized dissemination of sensitive information is prohibited.

5. I will consult with the ISP Freedom of Information Act (FOIA) Officer prior to responding to a FOIA request that involves records or information received from STIC as a result of participation in this program, and raise an exemption if one exists.

6. I will notify STIC of any breach of the security of the system data that may result in data being improperly disclosed.

7. I will not use information received from STIC to achieve a competitive advantage.

8. I understand that any unauthorized release of sensitive information may result in the termination of any information access I may have been granted and removal from SSIS program participation. In addition, I acknowledge that my unauthorized disclosure or negligent handling of the information may be in violation of statute or regulation, and release of this information may result in criminal prosecution under applicable law. I understand that all conditions and obligations under this agreement are binding upon me during my participation with STIC's SSIS program and at all times thereafter.

9. The SSIS application is incorporated herein and made a part of the Agreement. I have read this agreement carefully and understand my individual and personal obligations under it.

_____	_____	_____
Printed/Typed Name	Signature	Date
_____	_____	_____
Name of K-12 School/College	District Name	County