



# Criminal History Record Information Training Symposium for Non-Criminal Justice Users



ILLINOIS STATE POLICE • DIVISION OF ADMINISTRATION • BUREAU OF IDENTIFICATION  
IN CONJUNCTION WITH THE SUBURBAN LAW ENFORCEMENT ACADEMY

In an effort to educate non-criminal justice users regarding the Illinois State Police and Federal Bureau of Investigation Criminal History Record Information programs, the Illinois State Police, Bureau of Identification in partnership with the Suburban Law Enforcement Academy (College of DuPage) and the Illinois Association of Chiefs of Police, is conducting two Criminal History Record Information Training Symposiums. In order to protect children, the elderly, and individuals with disabilities, it is important that non-criminal justice users make educated decisions regarding hiring and licensing of potential child care providers, health care workers, local governmental, school, and retail employees, as well as general employment staff.

### Training Topics :

- Role of the Bureau of Identification (BOI) (Collect, Maintain, Disseminate)
- Legislative Reporting Requirements
- Name-based vs. Fingerprint-based Inquiries
- Uniform Conviction Information Act and the Fee Applicant Law
- Conviction vs. Non-conviction Records
- Restricted Use of LEADS
- Legislative Updates
- Illinois State Response vs. FBI Response
- Inquiry & Response Methods
- Understanding and Correcting Errors
- Criminal History Information Response Process (CHIRP)
- How to Interpret a State/FBI Rapsheet
- Fiscal Information
- Understanding the Expungement Process
- State and FBI Audits
- Sex Offender Information

**The Spring training will be offered on two different dates. The same training will be presented on both dates and users should only register for one date or the other. Note the change in room location.**

### Spring Training Session 3/31/2015

Training will be held on Tuesday, March 31, 2015 in Room 1022 of the Homeland Security Education Center at the College of DuPage located at 425 Fawell Boulevard, Glen Ellyn, Illinois 60137-6599. .

### Spring Training Session 4/2/2015

Training will be held on Thursday, April 2, 2015 in Room 1022 of the Homeland Security Education Center at the College of DuPage located at 425 Fawell Boulevard, Glen Ellyn, Illinois 60137-6599.

### Registration Information

Participants are to register no later than Friday, March 20, 2015 for either session date. Please complete and return the registration form below along with a **check or money order for \$30.00** per participant made payable to the Suburban Law Enforcement Academy. We no longer accept cash or credit cards. Seating is limited, please register early. A continental breakfast will be provided at the session.

Registration Begins: 7:30 a.m.

Symposium Hours: 8:30 a.m. to 1:00 p.m.

For directions and parking arrangements, please go to:

[http://www.cod.edu/about/maps\\_and\\_directions/local\\_map.aspx](http://www.cod.edu/about/maps_and_directions/local_map.aspx)

## Criminal History Record Information Training Symposium Registration Form

### Choose One Date Below

Spring Training—March 31, 2015  
College of DuPage, Glen Ellyn, IL

Spring Training—April 2, 2015  
College of DuPage, Glen Ellyn, IL

Number of Participants \_\_\_\_\_

Fee: X \$30.00 \_\_\_\_\_

Total: \_\_\_\_\_

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Agency Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

### Make checks payable to:

**Suburban Law Enforcement  
Academy  
and mail to**

**Donna DiCosola  
Suburban Law Enforcement  
Academy  
425 Fawell Blvd.  
Glen Ellyn, IL 60137**

**630.942-2677  
[www.cod.edu/slea](http://www.cod.edu/slea)**