

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

Public Safety/Executive Agency

FY14 Headcount: 84

<http://www.icjia.state.il.us/public/>

Summary of Agency Operations

The Illinois Criminal Justice Information Authority (ICJIA) administers criminal justice in the areas of grants administration, research and analysis, policy and planning, and information systems and technology. ICJIA administers more than \$190 million in state and federal funding annually, provides the latest research to pinpoint and inform lawmakers of current crime trends and issues, and develops cutting edge technology to assist in data collection and provision. ICJIA identifies and incorporates evidence-based practices in strategic planning initiatives, grant administration and other areas.

Internal Hiring

Agency positions subject to restrictions based on criminal history, by agency policy

All ICJIA titles: Executive Director, Private Secretary, HR Director, General Counsel, Technical Advisor 3 & 2, Director Office of Administrative Services, Director of Fiscal Management, Director of Federal & State Grant Unit, Director of R & A Unit, Director of Information Systems Unit, Accountant, Accountant Advanced, Criminal Justice Specialist 1 & 2, Information Systems Analyst 1 & 2, Information Services Specialist 1, Data Processing Specialist, Public Service Administrators 1, 2, 3, and 7 due to the involvement of confidential information including human subject research, and access to criminal history records and other sensitive law enforcement information.

Statutory, regulatory restrictions applicable to internal hiring

None

Agency policy restrictions applicable to internal hiring

ICJIA Employment Investigation Policy Statement dated May 2, 2002. Agency policy instituted due to the involvement of confidential information including human subject research, and access to criminal history records and other sensitive law enforcement information. It does not enumerate disqualifying offenses, per agency's report submitted to the Task Force.

System of personnel administration

Personnel Code [20 ILCS 415]

Title 80, III Admin Code, Section 302.130 Removal of names from eligible list

See Chapter IV of the Final Report for the enumerated criminal history restrictions in the Personnel Code, administered by CMS Bureau of Personnel, related to being qualified for open competitive examinations and subsequent appointment.

Criminal history record check procedures

1) Self-disclosure on application

Yes (CMS 100 and Request for Release of Information)

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2) Criminal history record review procedure

Finger print-based criminal history record check is to be conducted by the State Police on all full-time positions, per agency's report to the Task Force.

3) In-house review procedure

Employment decision made on the basis of a conviction history requires consultation with Human Resource, who in turn consults with Legal Counsel and the Executive Director.

Exemption, waiver, or review mechanisms

None specified in agency's report to the Task Force

Number of job applicants who were subject to a criminal history records check in 2010-2011

Not reported to the Task Force

Occupational Licensing, Certification, Regulation

N/A

Employment Contracting

Contracting restrictions based on criminal history

Illinois Procurement Code (30 ILCS 500/)

30 ILCS 500/50-2 (Continuing disclosure; false certification)

30 ILCS 500/50-5 (Bribery)

30 ILCS 500/50-5 (c) (Conduct on behalf of business)

30 ILCS 500/50-10 (Felons)

30 ILCS 500/50-10.5 (Prohibited bidders and contractors)

See section IV. of this report for a discussion of criminal history-based restrictions on contracting with the State in the Illinois Procurement Code.

Summary of Employment Restrictions from Agency Report

Applicants are subject to fingerprint-based criminal history records checks in order to verify existence or non-existence of a criminal history record. Employment decisions made on the basis of a conviction history requires consultation with human resources, who then consults with legal counsel and the executive director.

The number of applicants subject to this criminal history records check was not reported to the Task Force.