

POLICY 380
REQUEST BY A SWORN LAW ENFORCEMENT OFFICER

See also Policy 375 SEARCH WARRANT POLICY

This Request by a Sworn Law Enforcement Officer Policy is designed to assist Library Staff in responding to a Request by a Sworn Law Enforcement Officer.

The Library Records Confidentiality Act (75 ILCS 70/1-2) states that:

Section I. (a) The registration and circulation of records of a Library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) required to do so under a court order (POLICY 375); or
- (2) the information is requested by sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm (THIS POLICY).

Library Staff will cooperate with Law Enforcement Officials to allow access to items within the scope of the Search Warrant, while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2).

A. Designated Library Individual

The Library Director will handle all requests to search Library records pursuant to a Request by a Sworn Law Enforcement Officer.

In the absence of the Director, the individuals holding the following staff positions will deal with a Request by a Sworn Law Enforcement Officer issue (In all circumstances attempt to contact the Library Director):

1. Assistant Director
2. Circulation Department Director
3. Youth Services Department Director
4. Adult Services Department Director
5. Technical Services Department Director
6. Person In-Charge of the Library as indicated by the In-Charge List

B. Identify Serving Officer

The Library Director will request the law enforcement officer fill out the **OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION**.

C. Cooperate with Officials

The Library Director will cooperate with Law Enforcement Officials to help identify the records/evidence falling within the scope of the Request by a Sworn Law Enforcement Officer.

D. No Access to Other Records

The Library Director will not permit access to records beyond the scope of the Request by a Sworn Law Enforcement Officer, i.e., records not specifically identified in the request.

E. Record Evidence Viewed or Taken

The Library Director will record all records or evidence viewed, copied, or removed from the Library pursuant to the search.

F. No Disclosure of Search

No person will disclose the receipt of the Request by a Sworn Law Enforcement Officer or the search to anyone except the Library Director and/or the Library Attorney.

G. Provide this Policy

To assist Law Enforcement Officials, a copy of this Search Warrant Policy will be provided promptly to the Officials upon arrival at the Library.

H. Contact Attorney

The Library Director will contact the Library Attorney and inform him of the Request by a Sworn Law Enforcement Officer.

The Library Attorney is: Roger A. Ritzman
 Office Phone: 630/665-1900

Adopted 12/10/08