

# SYSTEM AREA-WIDE LAW ENFORCEMENT RADIO TERMINALS



ALERTS.NET MANAGERS MANUAL  
JULY 2004

## PREFACE

This reference manual is for use with the Area-Wide Law Enforcement Radio Terminal System (ALERTS). The Information Systems Unit of the Illinois Criminal Justice Information Authority (ICJIA) has developed this manual for trained ALERTS managers wanting to know more about the system's features. This handbook is not a step-by-step guide and does not replace training on the ALERTS system.

Updates of this manual are distributed as changes or enhancements occur.

For additional assistance, Please call our 24-hour computer room at 312-793-8966.



**Illinois  
Criminal Justice  
Information Authority**

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## Introduction to ALERTS

The Area-wide Law Enforcement Radio Terminal System (ALERTS) is a mobile data system developed for law enforcement and public safety purposes throughout Illinois. ALERTS is the largest public safety wireless data system in the nation.

The ALERTS network currently is made up of more than 300 participating agencies with more than 7,000 users and approximately 2,500 devices. The ALERTS network is used in the counties of Boone, Champaign, Cook, DeKalb, Douglas, DuPage, Kane, Kankakee, Knox, Lake, McHenry, Ogle, Peoria, Sangamon, Tazewell, Will and Winnebago. Some service is also provided in the counties of Grundy, Iroquois, McLean, Menard, Morgan and Woodford.

ALERTS provides the officer in the street with the information they need within the police vehicle for quick, effective decision making such as:

- LEADS inquiries
- Criminal History access
- Car-to-car and Car-to-Station communication
- Regional broadcast capability
- PIMS interface
- Interfaces to computer-aided dispatch (CAD) or local systems

ALERTS devices feature electronic mail capabilities and activity scheduling. In a crisis, the system can broadcast locally or regionally, an emergency message to other cars on the ALERTS network.

ALERTS mobile data devices combine two-way radio communications and computer operations into one system. The system consists of mobile data device, a wide variety of phone line, radio base stations, radio signals and minicomputers that run specialized software and communications interfaces.

As an ALERTS manager, your responsibilities include:

- Establishing your agency's access to the ALERTS network
- Creating and maintaining user sign on information
- Establishing initial passwords and selectively granting rights to law enforcement databases

ALERTS Manager  
Quick Reference Transactions

/LIST-USER.....	Listing Users, Passwords
/VIEW-USER.....	Viewing Users
/ADD-USER.....	Adding Users
/UPD-USER.....	Updating Users
/DELETE-USER.....	Deleting Users
/LIST-VNOTE.....	Listing Vnotes
/LIST-UNIT.....	Listing Units
/ADD-UNIT.....	Adding Units
/DELETE-UNIT.....	Deleting Units
/LIST-REGION.....	Listing Region
/ADD-REGION.....	Adding Regional Departments
/DELETE-REGION.....	Deleting Regional Departments

You must sign onto the ALERTS network with your manager's password in order to perform these transactions.

## 1 - GETTING STARTED

### EXECUTING TRANSACTIONS

There are two ways to execute an ALERTS transaction:

1. Press a preassigned function key on the mobile data device keyboard  
A pad of 24 function keys is built into each mobile data device. Key assignment and keyboard layout may differ depending on the device type you are using. Pressing a function key automatically requests and displays a blank data entry form. Forms may vary depending on the transaction you choose.
2. Type a transaction initiator on a blank screen  
Each function key has a transaction initiator by the same name.  
(*e.g.*, pressing the <DLN> function key is the same as typing /DLN onto a blank screen)

After the blank data entry form appears, enter the requested data and press the <XMIT> key to send your completed form to the ALERTS network. The transmit key is a pre-assigned function key, typically the F8 key.

All system responses are stored in the Message Waiting area. The mobile device will sound a tone when a message is received. The Message Waiting counter increases for each incoming message. To display each response, press the <NEXT MESSAGE> key.  
The <NEXT MESSAGE> key is typically the Pause/Break key on your keyboard.

## About the ALERTS Screen

ALERTS MDT Login 05/26/04 12:03:24

Please Enter:

User Name:

User ID Number:

User Password:

Unit Number:

Emer	Z5 F3	LMSG F5	HI F7	NAME F9	Clear	Del	Save	Scr oPau	Next Pau
10-20 F2	DLN F4	STATION F6	XMIT F8	CGH F10	List	Menu	Info	Form	Ret sPau

Stat MCS ALERTS MDT Log... 1:03 PM

The device screen is 40 characters wide and 14 lines long. The last two lines are reserved for system messages. They may confirm a current action, signal incoming messages, or tell you of a data entry or system error.

### *Transaction Status*

ALERTS primary function is to request transactions. The bottom left corner of the screen tells you the status of each transaction as it is processing.

For example, [Message Acknowledged] indicates that your data has been received by the ALERTS network and is being processed.

### *Message Waiting Area*

This queuing area keeps count of new messages waiting for you to retrieve. The count increases by one every time you are sent a message. Messages will remain in the waiting area until they are viewed.

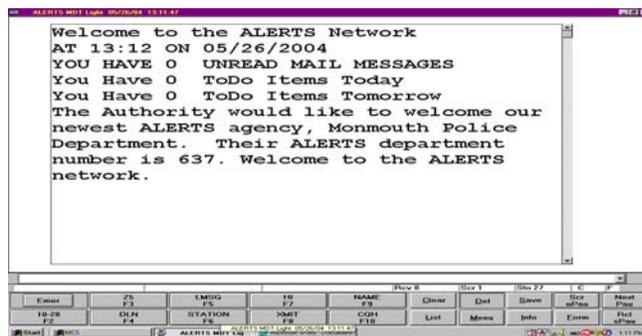
### *Scratchpad Saved Count*

ALERTS provides an electronic “scratchpad” for temporary storage of forms and messages. The counter indicates how many items are currently saved there.



## SIGNING ON TO THE ALERTS NETWORK

You can sign on to ALERTS by either using the </HI> function key or by typing the transaction indicator onto a blank screen. Alerts will send you a welcome message to confirm that you are signed on to the network. Press the <Message Acknowledge> key to display the welcome Screen.



An **ERROR** message will display and you will not be able to sign on if:

- Your user name, user ID, or password does not match the system's sign-on information
- Your user name or unit ID is already signed on
- An incorrect unit ID is entered

Electronic mail can be sent to any user on the ALERTS network at anytime, regardless of the receiver's sign-on status. You may also enter scheduled events such as court dates into your ToDo calender. ALERTS will notify you of any new or unread emails or To Do items at the start of each sign-on.

# /BYE

## SIGNING OFF THE ALERTS NETWORK

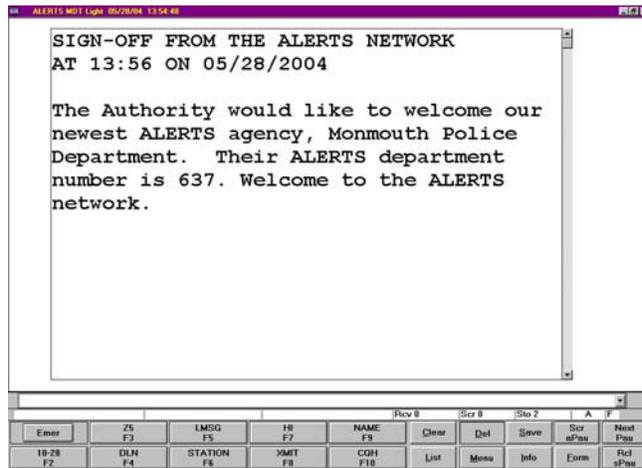
Transaction Initiator: /BYE

Function Key Label: Simultaneously hold down the Shift and the {F} key.

Additional Notes: The ALERTS manager should always have two sign-on accounts, a Manager's account and a user account. To prevent unauthorized access, always sign off immediately after completing manager-related tasks. For non-manager tasks, use your User sign-on.

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You must press the <Next Message> key to display the following confirmation that you have successfully signed off the ALERTS network:



**Note:** After signing off, turn your mobile device off by the power button. Turning off the car's ignition does not necessarily turn off the mobile data device. If the device logs no activity for four hours, you will automatically be signed off of the ALERTS network.

# IAHELP

ON-LINE TRANSACTION HELP FILE

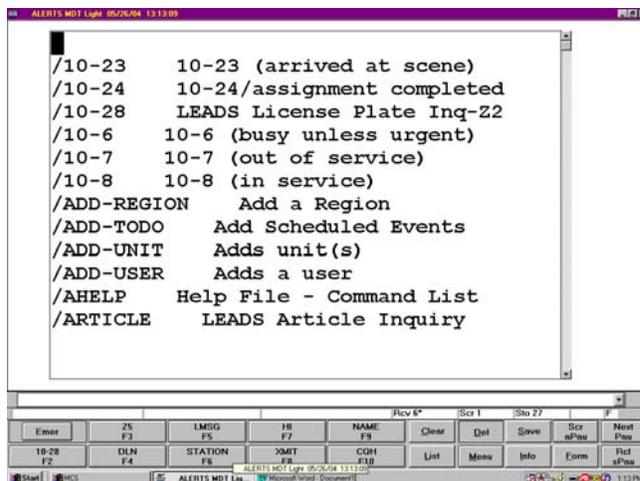
Transaction Initiator: /AHELP

Function Key: None

Additional Notes: A list of all ALERTS transactions displays in alphanumeric order by transaction initiator name.

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This transaction sends more than one page of information to the Message Waiting area. Press the <NEXT MESSAGE> key to view each page.



**Note:** The help files list all standard transactions available to users. Depending on your security capabilities and local system availability, your actual transactions may differ somewhat from those shown.

## 2 – MANAGING USERS

# /ADD-USER

### ADDING USERS TO ALERTS

Transaction Initiator: /ADD-USER

Function Key: None

Additional Notes: User ID's and User Names must be unique for each user. ALERTS will not accept duplicate ID's or Names for multiple users.

Enter	Z5 F3	LMSG F5	H F7	NAME F9	Clear	Del	Save	Scr sPas	Next Pas
10-28 F2	DLN F4	STATION F6	XMIT F8	COH F10	List	Menu	Info	Form	Ret sPas

All fields must be properly filled-in before ALERTS will add each new user to the system. The users ability to perform certain functions are determined by the capabilities given when adding each user. Each new user will automatically have access to e-mail, messaging and activity scheduling.

Press <XMIT> to send the completed form. To confirm a successful addition, you will receive the following message in the Message Waiting area:

USER HAS BEEN SUCCESSFULLY ADDED

# /UPD-USER

UPDATING USER INFORMATION

Transaction Initiator: /UPD-USER

Function Key Label: None

Additional Information: This form is only used to update an existing user's name or security capabilities. *The User-ID field cannot be updated.* To update the User-ID, you must first delete the existing user, then recreate the user's record using the /ADD-USER transaction.

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The /UPD-USER screen looks just like the /ADD-USER screen.

Update the User Name:           Type the new spelling in the User Name field then press <XMIT>

Update security access:        Enter a "Y" or "N" next to the database type. If any of these fields are left blank, security access rights default to the previous settings.

To confirm a successful update, you will see the following:

USER ##### SUCCESSFULLY UPDATED

**Note:** An error will occur if:

- A duplicate User Name is entered
- An invalid User ID is entered
- No information is entered in the User ID or User Name fields
- One of the Security Group fields is left blank

# /LIST-USER

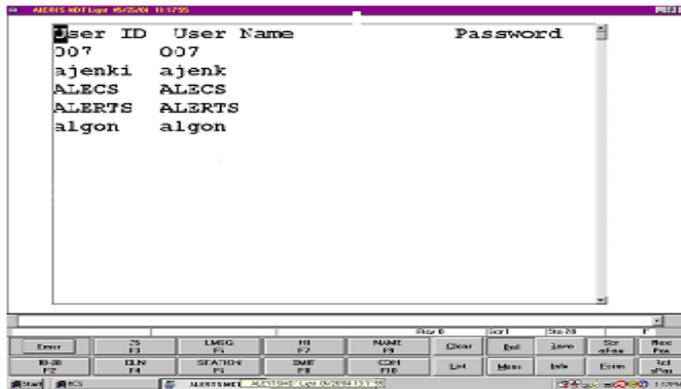
LIST ALL LOCAL USERS AND THEIR PASSWORD

Transaction Initiator: /LIST-USER

Function Key Label: None

Additional Information: Up to nine ALERTS users, in alphabetical order, are displayed per screen. Press the <NEXT MESSAGE> key to view any additional pages.

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The screenshot shows a terminal window with the following output:

User ID	User Name	Password
007	007	
ajenki	ajenk	
ALECS	ALECS	
ALERTS	ALERTS	
algon	algon	

The terminal window also shows a command prompt at the bottom with various function key labels (F1-F12) and a status bar at the very bottom.

The ALERTS users will be listed in alphabetical order on your screen. Depending on your list of users, you may have to press the <Next Message> key to view additional pages.

**Shortcut:** A partial User list containing names that begin with a specific letter can be displayed by typing the transaction initiator, a comma (no spaces), and the letter: e.g. /LIST-USER,B

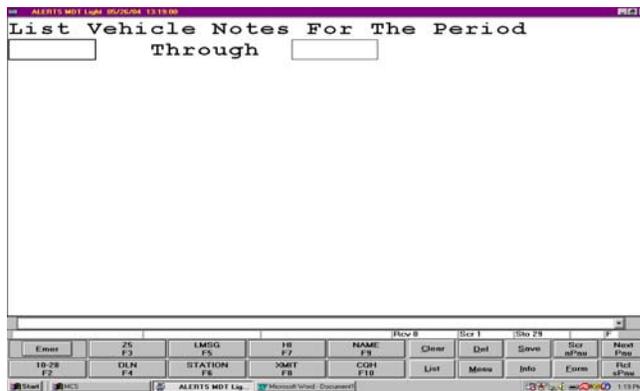
# /LIST-VNOTE

LISTS ALL VEHICLE NOTES FOR A SPECIFIC DATE RANGE

Transaction Initiator: /LIST-VNOTE

Function Key Label: None

Additional Notes: This function will allow you to add or delete an officer safety note to a license plate. This note will be viewed by all ALERTS agencies.



**Note:** V-Notes should only contain officer safety information. Only the officer who added the V-Note can delete it. The system will automatically purge a V-Note after four months if a time frame is not specified.

### 3 – UNIT MAINTENANCE

# /ADD-UNIT

ADD CAR UNITS THE SYSTEM

Transaction Initiator: /ADD-UNIT

Function Key Label: None

Additional Information: *UNIT* refers to each of your agency's vehicle ID's that have mobile data devices installed. As an ALERTS manager, you are responsible for assigning and maintaining unit identification information. Every unit number must be unique and can only be used once to log into the ALERTS network at any given time.

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The screenshot shows a terminal window titled "ALERTS MGT LHM 05/08/04 13:11:03". The main prompt is "Enter Unit Number(s):". Below this prompt is a grid of 20 input fields arranged in 4 rows and 5 columns. At the bottom of the window is a function key menu with the following options: Enter, F5, LMDG, F6, FB, NAME, F7, Clear, Del, Save, Scr, Next; F8, F9, STATION, F8, UNIT, F8, CUR, F10, List, Menu, Info, Exam, F12; and a row of icons for Help, Alerts, and a status bar at the bottom.

You can enter a maximum of 30 valid Unit numbers at one time. A unit number can have up to six characters. Use the <TAB> key to move between fields. After all unit numbers are entered, press the <XMIT> key.

**Note!** Unit numbers *cannot* be updated. To change an incorrect Unit number, it will first have to be deleted, then re-added. The transaction initiator for deleting a unit is /DELETE-UNIT.

# LIST-UNIT

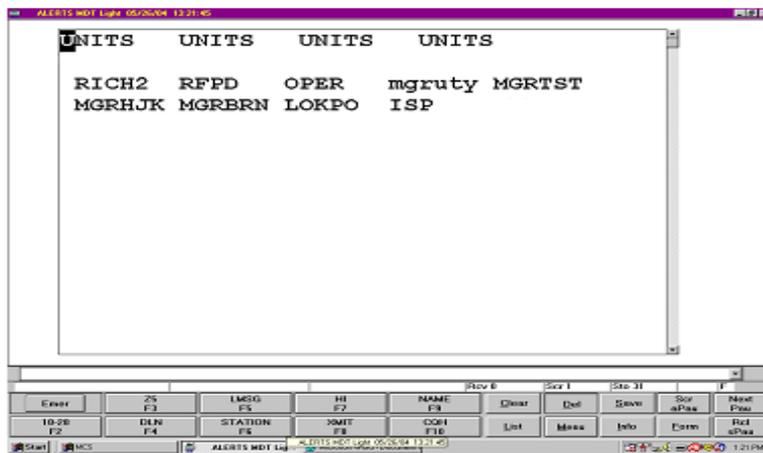
LIST ALL OF YOUR AGENCY'S UNITS

Transaction Initiator: /LIST-UNIT

Function Key: None

Additional Information: Only units entered by the ALERTS manager will be displayed.

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## 4 – REGION MAINTENANCE

# /ADD-REGION

CREATE A LIST OF AGENCIES IN YOUR AREA  
FOR MESSAGE BROADCASTING

Transaction Initiator: /ADD-REGION

Function Key Label: None

Additional Information: Regional departments are agencies within your geographical area that have mutually agreed to exchange messages.

Enter	F5	LMSG	F6	NAME	F7	Clear	Del	Save	F8	Help
F9	DLN	STATION	XMT	CRH	F10	List	Menu	Info	Exec	F11
F12										F12

You may enter up to eight departments per screen. These departments should be within your geographical area. To add more departments, reissue the /ADD-REGION transaction. Departments should only be added to this list under mutual agreement between the departments or agencies involved.

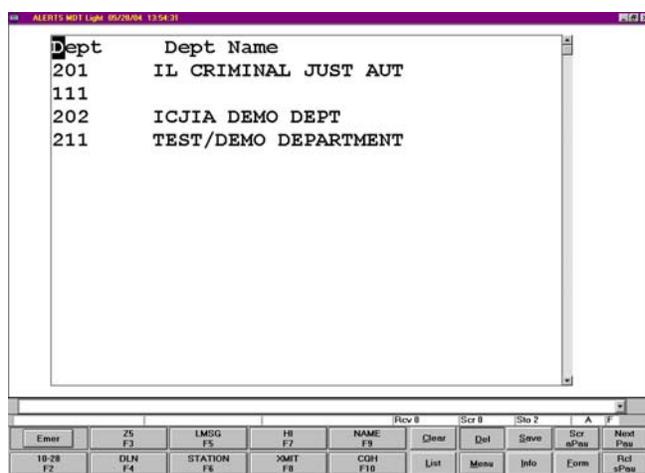
# /LIST-REGION

Transaction Initiator: /LIST REGION

Function Key Label: None

Additional Notes: The department list is displayed according to the date of entry.

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## ALERTS DEPARTMENTS

942.....Algonquin FD  
266.....Algonquin PD  
566.....Alpha PD  
595.....Amtrak PD  
617.....Annawan PD  
924.....Antioch FD  
455.....Antioch PD  
921.....Antioch Rescue  
479.....Arlington Heights PD  
434.....Aroma Park PD  
935.....Aroma Park FD  
555.....Ashton PD  
351.....Athens PD  
613.....Atkinson PD  
565.....Atlanta PD  
919.....Aurora FD  
255.....Aurora PD  
580.....Barrington PD  
593.....Barrington Hills PD  
341.....Bartonville PD  
278.....Batavia PD  
484.....Beecher PD  
564.....Belgium PD  
263.....Bellwood PD  
447.....Belvidere PD  
241.....Berkeley PD  
496.....Blue Island PD  
371.....Boone County SPD  
441.....Bourbonnais PD  
932.....Bourbonnais FD  
940.....Bristol Kendall FD  
320.....Brookfield PD  
298.....Buffalo Grove PD  
367.....Bull Valley PD  
353.....Burbank PD  
297.....Burlington Nor. SF RR PD  
354.....Byron PD  
602.....Calumet Park PD  
610.....Cambridge PD  
471.....Cary PD  
628.....Carpentersville PD  
605.....Catlin PD  
437.....Chebanse PD  
348.....Chillicothe PD  
396.....Cicero PD  
305.....College of Lake Co. DPS  
614.....Colona PD  
596.....Cook County FPD  
299.....Cook County SAO  
368.....Cook County SPD  
469.....Cortland PD  
244.....Country Club Hills PD  
344.....Countryside PD  
276.....Crest Hill PD  
417.....Crystal Lake Park Dist. PD  
559.....Crystal Lake PD  
400.....Darien PD  
452.....DeKalb Co. SPD  
450.....DeKalb PD  
904.....Des Plaines FD  
225.....Des Plaines PD  
223.....Dolton PD  
567.....Durand PD  
629.....East Dundee PD  
487.....East Galesburg PD  
234.....East Hazel Crest PD  
578.....Elburn PD  
425.....Elgin PD  
398.....Elk Grove Village PD  
912.....Elmwood Park FD  
350.....Elmwood Park PD  
589.....Elmwood PD  
249.....Evanston PD  
286.....Fox River Grove PD  
915.....Galesburg FD  
363.....Galesburg PD  
489.....Galva PD  
615.....Geneseo PD  
259.....Geneva PD  
470.....Genoa PD  
620.....Georgetown PD  
267.....Gilberts PD  
621.....Glasford PD  
227.....Glenview PD  
290.....Glenwood PD  
376.....Golf PD  
944.....Grant Park FD  
438.....Grant Park PD  
313.....Grayslake PD  
327.....Hampshire PD  
257.....Hawthorn Woods PD  
495.....Harvard PD  
248.....Hazel Crest PD  
254.....Hebron PD  
612.....Henry County SPD  
941.....Herscher FD  
435.....Herscher PD  
356.....Hickory Hills PD  
220.....Hillside PD  
468.....Hinckley PD  
360.....Hodgkins PD  
584.....Holiday Hills PD  
317.....Homer PD  
406.....Hometown PD  
359.....Homewood PD  
288.....Huntley PD  
201.....ICJIA PD  
403.....Il State Police Dist 2  
207.....Il State Police Dist 15  
552.....Indian Head Park PD  
429.....Indiana Harbor Belt RR PD  
459.....Island Lake PD  
300.....Johnsburg PD  
271.....Joliet PD  
357.....Justice PD  
273.....Kane Co. Forest Preserve PD  
576.....Kankakee County MEG  
269.....Oak Brook PD

442.....Kankakee County SPD  
 931.....Kankakee FD  
 432....Kankakee PD  
 575.....Kendall County P.A.T.  
 569.....Kendall County SPD  
 261.....Kenilworth PD  
 616.....Kewanee PD  
 462.....Kildeer PD  
 467.....Kingston PD  
 472.....Kirkland PD  
 486.....Knox County SPD  
 481.....Knoxville PD  
 328.....LaGrange Park PD  
 334.....LaGrange PD  
 587.....Lake Bluff PD  
 482.....Lake Co. Forest Preserve PD  
 464.....Lake County SPD  
 456.....Lake Villa PD  
 457.....Lake Zurich PD  
 253.....Lakemoor PD  
 246.....Lakewood PD  
 256.....Libertyville PD  
 235.....Lincolnshire PD  
 938.....Lincolnway Police Comm.  
 242.....Lincolnwood PD  
 460.....Lindenhurst PD  
 397.....Lisle PD  
 483.....Lynwood PD  
 323.....Lyons PD  
 474.....Malta PD  
 439.....Manteno PD  
 399.....McCook PD  
 233.....McCullom Lake PD  
 604.....McHenry Co. Conserv. PD  
 304.....McHenry County SPD  
 378.....Melrose Park PD  
 422.....Metamora PD  
 497.....Metra PD  
 477.....Metro Water Rec. of Chicago  
 335.....Midlothian PD  
 601.....Millington PD  
 499.....Mokena PD  
 937.....Momence FD  
 431.....Momence PD  
 598.....Monee PD  
 583.....Montgomery PD  
 637.....Monmouth PD  
 340.....Morton PD  
 252.....Morton Grove PD  
 308.....Mount Morris PD  
 407.....Mount Prospect PD  
 366.....Mundelein PD  
 285.....Naperville PD  
 551.....New Lenox PD  
 559.....Newark PD  
 619.....Newman PD  
 230.....Niles PD  
 243.....North Riverside PD  
 250.....No. IL Police Alarm Sys.  
 572.....No. IL Univ. Public Safety  
 574.....Norridge PD  
 491.....Norwood PD  
 269.....Oak Brook PD  
 303.....Oak Forest PD  
 930.....Oak Park FD  
 582.....Oakwood PD  
 312.....Ogle County SPD  
 295.....Olympia Fields PD  
 303.....Oak Forest PD  
 930.....Oak Forest PD  
 582.....Oakwood PD  
 312.....Ogle County SPD  
 295.....Olympia Fields PD  
 325.....Oregon PD  
 571.....Oswego PD  
 331.....Palatine PD  
 264.....Park City PD  
 414.....Parkland College SPD  
 338.....Peoria County SPD  
 364.....Peoria Heights PD  
 296.....Peoria Park Dist PD  
 393.....Plainfield PD  
 585.....Plano PD  
 333.....Prairie Grove PD  
 428.....Prospect Heights PD  
 229.....Richmond PD  
 245.....River Grove PD  
 240.....Riverside PD  
 622.....Riverwoods PD  
 301.....Rochelle PD  
 395.....Rockford Park Dist PD  
 374.....Rockford PD  
 420.....Rockton PD  
 918.....Rolling Meadows FD  
 381.....Rolling Meadows PD  
 289.....Roscoe PD  
 591.....Rosemont PD  
 279.....Round Lake Beach PD  
 282.....Round Lake Park Dist PD  
 281.....Round Lake Park PD  
 436.....St. Anne PD  
 453.....Sandwich PD  
 402.....Sauk Village PD  
 492.....Schiller Park PD  
 632.....Sleepy Hollow PD  
 473.....Somonauk PD  
 631.....So. Barrington PD  
 430.....So. Chicago Heights PD  
 421.....Stickney PD  
 902.....Streamwood FD  
 232.....Streamwood PD  
 272.....Sugar Grove PD  
 361.....Summit PD  
 476.....Sycamore PD  
 322.....Thomasboro PD  
 293.....Thornton PD  
 618.....Tilton PD  
 369.....Tinley Park PD  
 594.....U.S. Marshalls Warrant Div.  
 426.....VA Hospital – Westside PD  
 451.....VA Hospital – N. Chgo. PD  
 557.....Vermillion County SPD  
 922.....Wauconda FD  
 463.....Wauconda PD  
 563.....Wayne PD  
 274.....Westchester PD  
 630.....West Dundee PD  
 413.....Western Springs PD  
 236.....Wheeling PD  
 358.....Willow Springs PD  
 239.....Wilmette PD  
 318.....Winnetka PD  
 588.....Woodhull PD  
 475.....Woodstock PD  
 493.....Yates City PD  
 568.....Yorkville PD

## GLOSSARY

<b>ALECS</b>	Automated Law Enforcement Communications System. A PC program developed by the Illinois Criminal Justice Authority that provides a graphical interface, a connection to ALERTS and LEADS, vehicle status display, and car-to-car messaging.
<b>ALERTS</b>	Area-Wide Law Enforcement Radio Terminal System. This mobile data system links public safety vehicles, agencies and the ICJIA in a wireless radio network that provides messaging, mail, scheduling, LEADS, and database access
<b>ALERTS Manager</b>	Person who is responsible for ALERTS user/unit maintenance and training coordination for each agency.
<b>ARREST Inquiry</b>	A search for PIMS arrest information by PIMS users via ALERTS devices. The search criteria uses name, date of birth, race, and gender.
<b>Car-to-car Message</b>	Real-time message between vehicles within the ALERTS network.
<b>CDC</b>	Call Directing Code. A three character address of a device on the LEADS system.
<b>Command Initiator</b>	The slash (/) preceding an ALERTS transaction. All ALERTS transactions that are typed require this character first.
<b>Department ID</b>	An alphanumeric identification code assigned by the Illinois Criminal Justice Information Authority to an ALERTS agency.
<b>E-mail</b>	Messages sent over the ALERTS network to users, regardless of the recipient's sign-on status.
<b>Emergency Message</b>	Pressing the EMGCY key or typing /EMGCY to send a request for assistance to all signed-on users and the agency's communication room. This message will not display on the sender's screen.
<b>Foreign Message</b>	Messages sent between vehicles from different agencies.
<b>Function Key</b>	Shortcut key assigned to a specific task.
<b>Graphical User Interface</b>	(aka GUI, pronounced "gooey") A computer environment that uses icons and menus to execute commands.
<b>HITLIST</b>	ALERTS transaction that displays users who have inquired previously on a particular name or plate.
<b>Region</b>	A designated group of ALERTS departments, usually within a close geographical area, that can send and receive emergency messages or other broadcasts. The ALERTS manager determines the participants in each agency's region.
<b>Regional Message</b>	Real-time broadcast sent to all sign-on units within a specific region.
<b>Registered</b>	A mobile data terminal that is authorized to use the ALERTS network.
<b>RF</b>	Radio Frequency.
<b>Scratchpad</b>	Temporary, limited storage area in an ALERTS mobile data terminal. The scratchpad can save forms, messages, and system responses.
<b>Station</b>	A device in the communications room or dispatch center of an agency that can communicate with the ALERTS network.

<b>Status</b>	ALERTS transaction that sends a user's current unit call status to the agency's communications room or local system.
<b>Transaction Initiator</b>	The combined command initiator and ALERTS transaction name used to perform a task on the ALERTS network.
<b>UDF Key</b>	User defined function key. The ALERTS manager assigns what task the UDF key does for a particular agency.
<b>Unit ID</b>	The vehicle unit ID number or the radio call sign number assigned to a user on the ALERTS network.

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**ALERTS Data Sheet**

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**Dept #** \_\_\_\_\_ **Dept Name** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_  
**ALERTS Manager:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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*Add / Replace                      Mobile Data Information*

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Dept. Number \_\_\_\_\_ PID Number \_\_\_\_\_  
Serial Number \_\_\_\_\_ Vehicle Number \_\_\_\_\_  
Date Registered \_\_\_\_\_ Monthly Rate \_\_\_\_\_

---

Dept. Number \_\_\_\_\_ PID Number \_\_\_\_\_  
Serial Number \_\_\_\_\_ Vehicle Number \_\_\_\_\_  
Date Registered \_\_\_\_\_ Monthly Rate \_\_\_\_\_

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Dept. Number \_\_\_\_\_ PID Number \_\_\_\_\_  
Serial Number \_\_\_\_\_ Vehicle Number \_\_\_\_\_  
Date Registered \_\_\_\_\_ Monthly Rate \_\_\_\_\_

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Dept. Number \_\_\_\_\_ PID Number \_\_\_\_\_  
Serial Number \_\_\_\_\_ Vehicle Number \_\_\_\_\_  
Date Registered \_\_\_\_\_ Monthly Rate \_\_\_\_\_

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Dept. Number \_\_\_\_\_ PID Number \_\_\_\_\_  
Serial Number \_\_\_\_\_ Vehicle Number \_\_\_\_\_  
Date Registered \_\_\_\_\_ Monthly Rate \_\_\_\_\_

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## Car-To-Car Short Term Message Logging Request

---

Department Name:

Department ID Number:

Logging Date(s):                      From    /    /                      To       /    /  
(Maximum 31 Days)

Logging Type:                              Local Messages Only  
    Foreign Messages Only  
    All Messages

Officer ID Numbers:                      All Officers  
    Specific Officer ID's  
  
    Send Report at End Date  
    Log Data Only (No Report)

Authorized Signature:

---

Fill out and mail or telefax to:

Illinois Criminal Justice Information Authority  
Information Systems Unit - Attn: ALERTS  
120 S. Riverside Plaza - Suite 1016  
Chicago, Illinois 60606  
Fax: (312) 793-4385

Logging requests must be submitted at least ten (10) days prior to the start date. Authorized signatures include chief executive or ALERTS Manager. If no report is produced, messages are retained for ninety(90) days. During the ninety-day period, special reports for specific dates or officers may be requested by contacting our 24-hour computer room at (312)793-8966. After ninety days, all messages are purged.