
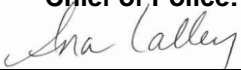
	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 06/17/14	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 07/25/24
<b>Chief of Police:</b> 	<b>Firearm Concealed Carry/FOID Revocations, 1.6</b>	
<b>Cross Reference:</b> SOP 72.2 Holding Facility: Security, Control & Humane Conditions SOP 83.1 Physical Evidence Operations SOP 84.1 Property Evidence Control City of Elgin Personnel Manual, Section 6.15 Property Evidence Room Manual <a href="#">430 ILCS 65</a> <a href="#">430 ILCS 66</a> <a href="#">430 ILCS 67/1</a> <a href="#">720 ILCS 5/24-2</a>		<b>Policy Sections:</b> 1.6.1 Concealed Carry Procedures 1.6.2 FOID Revocation Procedures 1.6.3 Clear and Present Danger Reporting 1.6.4 Submitting Firearms to the Property Evidence Custodian Appendix A: State of Illinois CCL Objection Registration Appendix B: ISP Firearm Disposition Record Appendix C: Notice of Firearm in Safe-keeping Appendix D: ISP Designated Sign Appendix E: Firearms Transfer Inquiry Appendix F: Receipt for Items Received

## PURPOSE

The purpose of this policy is to provide guidance on the Illinois Firearm Concealed Carry Act to ensure employees are familiar with the law mandates and to outline department procedures relating to FOID revocations.

## POLICY

It is the policy of the Elgin Police Department to comply with provisions of the Illinois Firearm Concealed Carry Act and the Firearms Owner's Identification Act. Employees with the propensity of coming into contact with firearms shall familiarize themselves with said acts in addition to the procedures established in this policy.

## DEFINITIONS

**Clear and Present Danger:** Pursuant to the FOID Act, a person who demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior, as determined by a school administrator or law enforcement official.

**Concealed Carry License:** A license issued by the Illinois State Police to carry a concealed firearm; also referred to as a CCL.

**Concealed Firearm:** For purposes of the Firearm Concealed Carry Act, a loaded or unloaded firearm carried on or about a person that is completely or mostly concealed from view of the public or on or about a person within a vehicle.

**Firearm Concealed Carry Act:** Allows individuals with possession of a concealed carry license in the State of Illinois to carry a loaded or unloaded firearm, fully concealed, or partially concealed, on or about his/her person or within a vehicle.

**Firearm Disposition Record:** Illinois State Police form used by officers and firearm owners to list all firearms within the owner's possession at the time of concealed carry and FOID revocations.

**Firearms Owners Identification Card:** Identifies a person as eligible to possess/acquire firearms and firearm ammunition.

**Firearms Transfer Inquiry:** A form used by officers to make a request to the Illinois State Police for information pertaining to the firearms history of a FOID card holder.

**Firearm:** The Firearm Concealed Carry Act pertains to firearms only, which are designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand. Pursuant to said act, a firearm does not include: a stun gun or TASER, machine gun, short barreled rifle or shot gun, pneumatic gun, spring gun, paint ball gun or bb gun.

**Licensee:** A person issued a license to carry a concealed firearm.

## **PROCEDURES**

### **1.6.1 CONCEALED CARRY PROCEDURES**

#### **A. Concealed Carry License Application Review Process**

1. The Illinois State Police maintains a database of concealed carry license (hereinafter referred to as "CCL") applicants and licensees which are available to all federal, state, and local law enforcement agencies, to include the state's attorney's office, the attorney general, and authorized court personnel. Information contained in the database may not be provided to a requestor, unless entitled by law.
2. The Chief of Police shall designate an agency administrator (Deputy Chief) and four designees (Investigations Commander, Special Investigations Group Lieutenant, Special Investigations Group Sergeants), who may submit objections to the issuance of a CCL. The department may update the name of the agency administrator using the State of Illinois Concealed Carry License – Law Enforcement Objection Registration Form. Refer to Appendix A to view this form.
3. On a monthly basis, the designated personnel should review the ISP database to check for applicants that the department has reasonable suspicion to believe are a danger to themselves, others or are a threat to public safety.
4. Objections must be submitted within 30 days after the entry of an applicant into the database. The objection must contain information or documents to support the department's concerns.
5. The ISP will submit the department's objection and all information related to the application to the Concealed Carry Licensing Review Board within 10 days of completing all necessary background checks. The board may request additional information or testimony from the department.

#### **B. Revocation or Suspension of Concealed Carry License**

1. A CCL will be suspended by the ISP if an order of protection, including an emergency order of protection, plenary order of protection or interim order of protection under Article 112A of the Code of Criminal Procedure of 1963 or under the Illinois Domestic Violence Act of 1986 or if a firearms restraining order, including an emergency firearms restraining order, under the Firearms Restraining Order Act is issued against a licensee for the duration of the order.
2. When an order of protection is issued, the licensee shall surrender the CCL to the court at the time the order is entered or to the Cook and Kane County Sheriff's Office or to the entity responsible for serving the order.
3. The department may be asked to serve an emergency order of protection. Within seven days of serving the order, the department shall notify the ISP and forward the offender's CCL. The ISP Firearm Disposition Record should be uploaded online through the ISP portal at <https://www.ispfsb.com/>. Refer to Appendix B to view the form.

4. When a CCL is revoked within 48 hours of receiving notice of such, the licensee must surrender his/her license to the department. If the licensee resides in another jurisdiction, he/she shall be referred to the appropriate police department having jurisdiction. The in-taking employee shall transmit the CCL to the ISP using the designated Firearm Disposition Record, as mentioned above.

C. Prohibited Locations and Exceptions

Pursuant to the Firearm Concealed Carry Act, a licensee shall not knowingly carry a concealed firearm into designated prohibited areas; the act also outlines exceptions to the prohibited areas. Refer to the act to view these locations and exceptions. [Illinois Firearms Concealed Carry Act](#)

D. Investigatory Stops/Street Encounters/Transports

1. A licensee is required to be in possession of his/her license at all times when carrying a concealed firearm.
2. During investigatory and traffic stops, upon the request of the officer, a concealed carry licensee must do the following:
  - a. Disclose that he/she is in the possession of a CCL pursuant to the Firearm Concealed Carry Act.
  - b. Present his/her CCL.
  - c. Identify the location of the concealed firearm.
3. During street encounters, officers must weigh a person's right to bear arms against maintaining personal safety, scene safety, and the safety of others. There are a multitude of scenarios to consider when coming into contact with a licensee legally in possession of a firearm. Officers shall assess the totality of the circumstances when determining the best course of action during the duration of the encounter. Options may include, but are not limited to:
  - a. Leaving the firearm in the possession of the licensee with specific instruction from police personnel as to what the licensee should and should not do for scene and officer safety.
  - b. Instruct the licensee to secure the firearm in a safe area until completion of the officer's encounter, along with specific communication to the licensee as to the reasons for the request.
  - c. Temporarily secure the firearm from the licensee for safety, along with specific communication to the licensee as to the reasons for the temporary confiscation. The firearm will be returned upon conclusion of the officer's encounter, provided that there are no relevant violations of law or concerns that lead the officer to believe the licensee is not physically or mentally capable of possessing the firearm.
  - d. Seize the firearm as a result of a law violation.
4. No persons armed with a firearm shall be transported by an employee. If the subject to be transported is a CCL holder, they shall be required to surrender their firearm and method of carry to the transporting officer for temporary safe-keeping, inaccessible to the transporting person.
  - a. Care shall be taken to ensure firearms are properly secured within the police vehicle. When possible, firearms should be left in the licensee's secured method of carry which may include a holster.
  - b. The firearm and method of carry shall be returned to the CCL holder at the

conclusion of the transport as long as the destination is not a restricted location prohibiting the CCL holder from lawfully carrying.

- c. If the transport is a prohibited location as specified in the act and the firearm cannot be lawfully possessed by the CCL holder, it shall be retained for safe-keeping, transported to the department and secured in the Property Evidence Room.

5. Civilian personnel shall not provide transportation to an armed CCL holder.

#### E. Custodial Arrests

In the event the arrestee is an armed CCL holder, the below practices shall be followed:

1. The arresting officer shall take temporary protective custody of the firearm. Care shall be taken to ensure the firearm is properly secured within the police vehicle. When possible, firearms should be left in the licensee's secured method of carry which may include a holster.
2. During the booking process, all firearms shall be secured in the gun lockers outside the Holding Facility. Refer to Standard Operating Procedure 72.2 Holding Facility: Security, Control, and Humane Conditions.
3. Upon completion of the booking process and release from custody, the firearm shall be returned to the arrestee. The firearm and ammunition shall be returned separately. However, the firearm shall not be returned in the following situations without a court order:
  - a. The arrestee was arrested for a violation of the Concealed Carry Act.
  - b. As a condition of pretrial release, the court ordered the arrestee to refrain from possessing a firearm or other dangerous weapon.
4. If the arrestee is unable to complete processing, will be transported to another facility where possession of the firearm is prohibited, or if possession of a firearm under the circumstances at the time of their release would be in violation of the concealed carry act, the firearm and method of carry will be held for safe-keeping or as evidence, as mentioned below.

#### F. Violations of the Concealed Carry Act

1. Licensees found in violation of the restrictions set forth in the act may be charged under the relevant sections of the act; refer to the act for a listing of the violations. [Illinois Firearms Concealed Carry Act](#)
2. Officers investigating violations of the act shall assess the totality of the circumstances of such violations. Officers have discretion, based on situational circumstances, of resolving minor issues or making an arrest for violation of the concealed carry law.

#### G. Safe-Keeping of Firearms

1. Situations may arise where an outside agency encounters a firearm possessed by a CCL holder. These situations may include but are not limited to medical emergencies involving the fire department, ambulance service, funeral home or local medical office.
2. Upon request, the officer may take the firearm and ammunition for temporary safe-keeping at the police department. The firearm shall be placed in the Property Evidence Room for safe-keeping. The Notice of Firearm in Safe-keeping shall be completed and provided to the licensee; a copy shall remain with the police report. The officer shall ensure that the firearm has been entered into LEADS. To view the form, refer to Appendix C of this policy.

3. The CCL holder may retrieve the items from the Property Evidence Custodian no sooner than 72 hours after being taken for safe-keeping by following the instructions on above mentioned safe-keeping form. Upon return of the firearm, the Property Evidence Custodian shall ensure the firearm is removed from LEADS. In cases involving death of the CCL holder, an heir or executor may retrieve the items by providing proof of death and a valid FOID card and/or order of the court.
4. Items not claimed by the owner shall be disposed of in accordance with Standard Operating Procedure 84.1 Property Evidence Control.

#### H. CCL Guidelines for Employees

1. The act does not require those already exempt pursuant to the Unlawful Use of a Weapon statute (720 ILCS 5/24-2) and the Federal Law Enforcement Officers' Safety Act of 2004 to possess and carry a CCL. ([Unlawful Use of a Weapon statute](#) and [Federal Law Enforcement Officers' Safety Act of 2004](#))
2. Active duty peace officers are not required to carry a CCL and should not apply for a license. CCL requirements could unintentionally inhibit the officer's ability to carry a firearm.
3. Retired police officers are not required to carry a CCL as they fall under the Illinois Retired Officer Concealed Carry Program. [About the Illinois Retired Officer Concealed Carry Program](#)
4. Civilian employees who obtain a CCL shall not carry a firearm while representing the city, when in uniform or on-duty. Pursuant to the act, civilian employees may travel to and from work in their personal vehicles with their firearm. However, civilian employees may not travel in city owned vehicles with their firearm. Violations will subject the employee to disciplinary action and/or criminal action.
5. Refer to section 6.15 of the city's Personnel Manual to view the city-wide policy.

#### I. Designated Sign to Prohibit Concealed Firearm

1. For public property not considered a prohibited area as outlined in the act, property owners may utilize the ISP designated sign to prohibit individuals from carrying a concealed firearm onto their property. The act requires the property owner to "clearly and conspicuously" post said sign at the entrance of the property.
2. The act does not require the sign to be posted at a private residence.
3. The sign is available for public use through the ISP website. Refer to Appendix D to view the ISP approved sign.

### 1.6.2 FOID REVOCATIONS PROCEDURES

#### A. Notification of FOID Revocation by the ISP

1. Within 48 hours of receiving notice of the revocation, the FOID card holder must surrender his/her FOID card to the local law enforcement agency where the person resides. Failure to comply is a class A misdemeanor.
2. New revocation letters sent to the department by the ISP, specific to an Elgin address, shall be forwarded to the Special Investigations Group Sergeant who will assign a detective to conduct a follow-up investigation.

#### B. Follow-up Investigation Procedures

1. The assigned detective is responsible for ensuring the revoked card holder is in compliance with the requirements outlined in Firearm's Owner Identification Act, 430 ILCS 65/9. During the follow-up investigation, the detective shall:
  - a. Confirm that the FOID card holder is a current resident of Elgin. If the FOID card holder resides in another jurisdiction, provide notification to the appropriate jurisdiction. The FOID card holder's correct address shall be documented in a police report.
  - b. Create a police report titled FOID Revocation and check the records management system to determine if a global jacket needs to be created.
  - c. Complete and submit a Firearms Transfer Inquiry (FTIP) to the ISP; refer to Appendix E to view the form.
    1. The information provided by the state police will help the Detective assess the FOID card holder's firearms purchase history. Information that confirms past firearms purchases and records of private transfer of firearms within Illinois may require further investigation.
    2. Detective may utilize the necessary resources such as LEADS or a licensed federal firearms dealer to obtain additional information about the firearm(s).
  - d. Attempt telephone contact with the FOID card holder to confirm receipt of the revocation letter, status of the FOID card, and determine whether any firearms or ammunition are in their possession.
    1. Card holders in possession of their FOID card will be instructed to turn their card over to the department. If the card holder states their card has been turned over to another agency, the Detective shall follow-up with the agency for confirmation.
    2. If the FOID card holder has possession of firearms or ammunition, the Detective may advise him/her on how to comply with proper transfer and completion of the Firearm Disposition Record.
      - a. The form shall be submitted to the department so the officer can complete his/her portion of the form.
      - b. Arrangements may be made for the FOID card holder to transfer firearms or ammunition to the department for safekeeping.
    3. If the FOID card holder has turned over their firearms or ammunition to another individual, contact the individual to confirm that they are in possession of the items and run a LEADS inquire to verify that that the individual is a valid FOID card holder.
  - e. The FOID card holder shall be given a copy of the completed disposition record and a Receipt for Items Received regarding the transfer of the FOID card and firearm(s) to the department. The officer shall inform the FOID card holder on how to obtain a copy of the police report. Refer to Appendix F to view the Receipt for Items Received.
  - f. The FOID card and the original copy of the Firearm Disposition Record shall be uploaded to the Illinois State Police Law Enforcement Portal which is accessible at <https://www.ispfsb.com/>.
  - g. Investigations where a potential imminent threat to life is identified may require the

Detective to make personal contact at the FOID card holder's residence. In these instances, the Detective shall notify a Special Investigations Group Supervisor or their designee for further guidance.

- h. Detectives may consult with the state's attorney's office in the event an Elgin revoked FOID card holder fails to comply with the requirements of 430 ILCS 65/9.5.

C. Voluntarily Surrender of FOID Card/Firearm(s)

1. The following protocol shall be followed by the in-taking employee for FOID card holders who act on their own accord in the surrender of their FOID card to the department.
  - a. The FOID card shall be confiscated by the in-taking employee to be submitted to the Property Evidence Room for destruction and a copy of the card shall be made.
  - b. Verify the status of the FOID card through LEADS.
  - c. A FOID Revocation police report shall be completed with a notation in the report that a FOID card was confiscated and placed into the Property Evidence Room for destruction. A copy of the FOID card shall be attached to the FOID revocation police report.
  - d. Inquire if the FOID card holder has the Illinois State Police notification letter and make a copy to be attached to the FOID revocation police report within the records management system.
2. The following protocol shall be followed by the in-taking employee when the FOID card holder wishes to turn over a firearm(s) to the department for safe-keeping.
  - a. The in-taking employee shall ensure this information is designated on the Firearm Disposition Record. When the in-taking employee is an Animal Control Officer or Community Service Officer assigned to the information desk, a Sworn Officer shall be requested to take possession of the firearm(s). Refer to Appendix B to view the disposition record.
  - b. If the FOID card holder indicates they have turned over their weapons or ammunition to another individual:
    1. Obtain the completed Firearm Disposition Record to ensure it is completed and signed by all applicable parties as indicated on the form.
    2. Contact the individual to confirm that they are in possession of the items and run a LEADS inquiry to verify that they are a valid FOID card holder.
    3. Make a copy of the Firearm Disposition Record to be attached to the FOID revocation police report within the records management system.
3. After the FOID card and/or Firearm(s) have been received by the department, the in-taking employee shall:
  1. Provide the FOID card holder with a copy of the Firearm Disposition Record and a Receipt for Items Received regarding the transfer of the FOID card and/or firearm(s) to the department. Copies of these documents must be attached to the FOID revocation police report within the records management system.
  2. Ensure the FOID card holder is familiar with the process for obtaining a copy of the FOID revocation police report.



3. Send an email to the Major Investigations Division Sergeant and Special Investigations Group Sergeant to provide notification that a FOID revocation police report has been made.
  - a. Major Investigations Sergeants shall assign FOID revocation reports to a Special Investigations Group Detective.
  - b. The Special Investigations Group shall ensure the FOID card and Firearm Disposition Record are input into the Illinois State Police Firearm Services Bureau Law Enforcement Portal.
4. Following department procedures as it relates to the packaging of items submitted to the Property Evidence Room, submit the original FOID card to the Property Evidence Room marked "to be destroyed."

#### **1.6.3 CLEAR AND PRESENT DANGER REPORTING**

- A. Pursuant to 430 ILCS 65/8.1(d)(2) of the Firearm Owner's Identification Act and 430 ILCS 66/105 of the Firearms Concealed Carry Act, law enforcement officials and school administrators are required to report to the ISP, within 24 hours, any individual who is determined to pose a clear and present danger to themselves or others. This practice is intended to prevent individuals within this category from having access to firearms or firearm ammunition by denying or revoking the individual's FOID Card.
- B. For the purposes of this policy, notification to the ISP shall be made when:
  1. A person is arrested for a violent crime.
  2. A person makes or demonstrates homicidal or suicidal threats and/or actions.
  3. A person is named in a Petition for Involuntary Commitment by any employee of the department.
  4. Any other behavior that falls under the definition of clear and present danger.
- C. Upon determination that a person poses a clear and present danger, the reporting official shall:
  1. Complete a police report depicting the events leading to the determination that the person poses a clear and present danger.
  2. Complete the ISP – Person Determined to Pose a Clear and Present Danger form by accessing the Illinois State Police Law Enforcement Portal at <https://www.cclisp.com>. For instructions on how to complete the electronic form, refer to Training Bulletins TB-23-06 and TB-23-22 which are accessible via PowerDMS. A copy of the form shall be attached to the officer's police report and the officer's police report and other supporting documentation shall be uploaded to the electronic form.


#### **1.6.4 SUBMITTING FIREARMS TO THE PROPERTY EVIDENCE CUSTODIAN**

- A. Safe handling practices of the firearm shall be followed which includes unloading the firearm at an unloading station prior to being submitted into the Property Evidence Room.
- B. Should an officer be unfamiliar with the unloading procedure of the involved firearm, he/she shall consult with a range officer or other qualified staff employee who can safely perform the unloading.
- C. As indicated in Standard Operating Procedure 84.1 Property Evidence Control, firearms being submitted to the Property Evidence Room shall be documented on a Property Evidence Receipt which is a component of the records management system.




- D. Officers shall designate whether the firearm is being submitted as evidence or for safe-keeping in the department's records management system. Firearms seized due to violations of the Concealed Carry Act shall be submitted as evidence. Refer to the act to view the violations. [Illinois Firearms Concealed Carry Act](#)
- E. Firearms shall be properly labeled and packaged in accordance with Standard Operating Procedure 83.1 Physical Evidence Operations and the Property Evidence Room Manual.

## APPENDIX A: STATE OF ILLINOIS CONCEALED CARRY LICENSE OBJECTION REGISTRATION

	<b>State of Illinois</b> <b>CONCEALED CARRY LICENSE – LAW ENFORCEMENT OBJECTION REGISTRATION</b>
AGENCY NAME: _____	AGENCY ORI: _____
AGENCY ADDRESS: _____ _____ _____	AGENCY PHONE: _____
<b>AGENCY ADMINISTRATOR FOR THE LAW ENFORCEMENT CCL OBJECTION SYSTEM:</b>	
NAME: _____	
TITLE: _____	
EMAIL: _____ (required)	
PHONE: _____	
<p>I hereby authorize the above named individual to act on my behalf as the chief law enforcement officer of the _____ (name of agency) and serve as the agency's CCL Objection Site Administrator. I understand the Agency Administrator will maintain control of those designated within my agency to serve as my designee, change or add information as needed.</p>	
Printed Name of Chief Law Enforcement Officer: _____	
Signature of Chief Law Enforcement Officer: _____ Date: _____	
<b>Subscribed and sworn to before me</b>	
this _____ day of _____, _____.	
_____ <b>Notary Public</b>	
<p><b>Please return to:</b> Illinois State Police Firearms Services Bureau – Attn: CCL LE Registration 801 South 7<sup>th</sup> Street, Springfield, IL 62703</p> <p>FAX: (217) 782-9139</p> <p>EMAIL: <a href="mailto:CCW_Illinois@isp.state.il.us">CCW_Illinois@isp.state.il.us</a></p>	
<small>ISP 2-647 (11/13)</small>	

## APPENDIX B: ISP FIREARM DISPOSITION RECORD

	<b>ILLINOIS STATE POLICE</b> <b>FOID CARD &amp; FIREARM DISPOSITION RECORD</b>	<b>FOID Card #:</b> _____
<b>NAME:</b> _____ <small>Last Name, First Name, Middle Name</small>		<b>DATE OF BIRTH:</b> _____ / _____ / _____ <small>Month Day Year</small>
<b>ADDRESS:</b> _____ _____ _____		<b>PHONE:</b> _____ (_____) _____ - _____ <b>EMAIL:</b> _____

Your FOID Card has been revoked. **Within 48 hours of receiving notice of the revocation**, the Firearm Owners Identification Card Act (430 ILCS 65/9.5) requires you to: (1) surrender your FOID card to the local law enforcement agency where you reside; (2) transfer all firearms in your possession or control; and (3) complete this Record. Please list all firearms in your possession at the time of revocation, indicating with whom they have been secured/transferred. If you do not have any weapons in your possession, please mark **No Weapons** on line 1 below. Initial Here: \_\_\_\_\_. *If weapons are transferred to more than one person, complete a new page for each person to whom weapons are transferred. A copy of this form should be retained, and another e-mailed to the Illinois State Police, Office of Firearms Safety, at [ISP.FDR.FormReturn@illinois.gov](mailto:ISP.FDR.FormReturn@illinois.gov).*

	Make	Model	Serial #	Person to Whom Firearms were Transferred (initial by each weapon received):	
				Name and Address	FOID# or FFL#
1					
2					
3					
4					
5					
6					
7					
8					

ADDITIONAL PAGE(S) ARE ATTACHED AS MORE SPACE IS NEEDED – Initial \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_

**My FOID Card Has Been:** (initial below)

☐ Surrendered to the local law enforcement agency where I reside (**Signature Required** →);  
☐ Surrendered to the Court (**Signature Not Required**); or  
☐ Lost or Destroyed (**Signature Not Required**).

**My Weapons Have Been:** (initial below)

☐ Surrendered to or seized by the local law enforcement agency where I reside;  
☐ Transferred as indicated above

**Printed Name and Signature of Official Acknowledging Receipt of the FOID Card:**

\_\_\_\_\_

**Printed Name and Signature of Person Acknowledging Receipt of Weapons:**

\_\_\_\_\_

*I certify I have transferred all firearms that I own or are under my custody and control to the custody of another person with a valid FOID card and otherwise complied with the provisions outlined above regarding the FOID Act. I declare under penalty and perjury under the laws of the state of Illinois the information provided in this form is true and correct. Total # Pages \_\_\_\_\_*

Signature of Revoked Card Holder \_\_\_\_\_

Date \_\_\_\_\_

Law Enforcement Official's Signature OR Notary Stamp, Signature and Date:

**NOTICE TO POLICE AGENCY:** Surrendered FOID card(s) must be destroyed. ISP 2-636 (10/20)

## APPENDIX C: NOTICE OF FIREARM IN SAFE-KEEPING



### ELGIN POLICE DEPARTMENT *Illinois Firearm Concealed Carry Act* Notice of Firearm in Safe-keeping



The Illinois Firearm Concealed Carry Act permits individuals with possession of a concealed carry license in the State of Illinois to carry a loaded or unloaded handgun, fully concealed or partially concealed, on or about his/her person or within a vehicle. Said act specifies the locations where carrying is prohibited. On the below date and time, the police department was notified that you were unable to provide oversight of your firearm. Due to below described circumstances, the police department has taken temporary custody of your firearm for safe-keeping.

*This form serves as your receipt. To retrieve your firearm, you must contact the Elgin Police Department's Property Evidence Room, (847) 289-2555, Monday through Friday, during the hours of 8am-4pm, to schedule an appointment to come to the police department. You must bring your concealed carry license, valid identification and a copy of this form.*

Name of owner  DOB

Report number  Date  Time

Officer's name  Badge number

Briefly describe the circumstances requiring safe-keeping of the firearm

#### Firearm information and other items

Make  Model

Serial #  Caliber

Briefly describe any additional items associated with the firearm

## APPENDIX D: ISP DESIGNATED SIGN



## APPENDIX E: FIREARMS TRANSFER INQUIRY

### ILLINOIS STATE POLICE FIREARMS SERVICES BUREAU FTIP INQUIRY REQUEST FORM

**FAX to 217-782-4257**

Agency Information	
Agency Name	
Case or Control #	Reason for Request (Detailed Explanation)
Requestor's Name and ID#	Phone #
Requestor's Signature	Date of Request
Supervisor's Name and ID#	Phone #
Supervisor's Signature	Date of Authorization
Are you requesting history for the current FOID card or all known FOID cards issued to this person?	<div style="text-align: right;">Circle one</div> <div style="display: flex; justify-content: space-around;"> <span>Current</span> <span>All</span> </div>
Your Return FAX#	

FOID Number Information			
FOID # or N/A if not available	Name: Last	First	MI
			Date Of Birth



**The Illinois State Police Firearms Services Bureau requires ALL the above information to be completed before processing a request.** Requests should be limited to criminal investigations and situations where the information is needed because of a clear and present danger to the safety of the individual or the public. Information obtained from this request is a history of Federal Firearm Licensee's inquiries validating this individual's FOID card(s).

If you have any questions or comments please call 217-782-7980

FSB Reply Sent By	Date:	Name:
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Effective 12/13/2004

## APPENDIX F: RECEIPT FOR ITEMS RECEIVED

	<b>ELGIN POLICE DEPARTMENT</b> <b>Receipt for Item(s) Received</b>	
Name of owner/citizen	<input style="width: 250px;" type="text"/>	Contact TX <input style="width: 150px;" type="text"/>
Location where item(s) was received	<input style="width: 250px;" type="text"/>	Date/Time <input style="width: 150px;" type="text"/>
Name of person receiving item(s)	<input style="width: 250px;" type="text"/>	Report # <input style="width: 150px;" type="text"/>
<b>List the item(s) received</b>		
Signature of person submitting item(s)	<input style="width: 240px;" type="text"/>	Date & Time <input style="width: 200px;" type="text"/>
Signature of person receiving item(s)	<input style="width: 240px;" type="text"/>	Date & Time <input style="width: 200px;" type="text"/>
Signature of person releasing item(s)	<input style="width: 240px;" type="text"/>	Date & Time <input style="width: 200px;" type="text"/>
<small>151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750      Revised 09/26/14</small>		