



ILLINOIS STATE POLICE  
*Division of Administration*

Bruce Rauner  
*Governor*

Leo P. Schmitz  
*Director*

TO: 9-1-1 System Management  
FROM: Marci Elliott, 9-1-1 Program Manager  
RE: 2017 Annual Report Reminder  
DATE: December 1, 2016

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This letter is a reminder of the annual filing requirements as specified in the 83 Illinois Administrative Code Part 1325, "Standards of Service Applicable to 9-1-1 Emergency Telephone Systems." Specifically, please refer to Section 1325.215(c) "Records and Reports" which states:

The 9-1-1 System Management shall be required to file with the Illinois State Police (Department) and the Illinois Attorney General by **January 31**, the following items:

**\*Please use the attached fillable form to address the following items:**

- 1) **the current landline and wireless contact person for the 9-1-1 system;**  
(Please include names, addresses, telephone numbers and email addresses)
- 2) **the current error ratio for the E9-1-1 traditional legacy service database;**  
(Obtain from 9-1-1 System Provider)
- 3) **the current makeup of the Emergency Telephone System Board;**  
(Please include the board members' names and capacity (i.e. current public safety representative, public member, county board member, or elected official))
- 4) **the current 9-1-1 System network diagram;**  
(Network diagram is provided by 9-1-1 System Provider)
- 5) **copies of the annual certified notification of continuing agreement for all system participants and adjacent agencies;**
- 6) **current list of all system participants and adjacent agencies;**
- 7) **name and location of all primary, secondary, backup, unmanned and virtual PSAPs;**
- 8) **Wireless Status;**
- 9) **Text to 9-1-1 implementation status.**

Please note that item **5**) above is referring to the requirement of the Emergency Telephone System Act (50 ILCS 750):

**Sec. 750/14.** The General Assembly declares that a major purpose in enacting this Act is to eliminate instances in which a responding emergency service refuses to render aid to the requester because the requester is outside of the jurisdictional boundaries of the emergency service. Therefore, in implementing systems under this Act, all public agencies in a single system shall enter into a joint powers agreement or any other form of written cooperative agreement which is applicable when need arises on a day-to-day basis. **Certified notification of the continuation of such agreements shall be made among the involved parties on an annual basis.** In addition, such agreements shall be entered into between public agencies and public

safety agencies which are part of different systems but whose jurisdictional boundaries are contiguous. The agreements shall provide that, once an emergency unit is dispatched in response to a request through the system, such unit shall render its services to the requesting party without regard to whether the unit is operating outside its normal jurisdictional boundaries.

The “**certified notification of continuing agreements**” are the letters that your system sends to all of its public safety agencies each year asking if the current call handling agreements that were entered into are still accurate and remain in effect. A copy of that form letter with a list of the agencies that are served the letter and any new agreements that transpire are the documents that need to be filed with the Department and the Attorney General’s Office as cited below:

**Sec. 750/15. [Copies of the annual certified notification of continuing agreement required by Section 14 shall be filed with the Attorney General and the Department.]** Commencing with the year 1987, [all such agreements shall be so filed prior to the 31st day of January]. The Attorney General shall commence judicial proceedings to enforce compliance with this Section and Section 14, where a public agency or public safety agency has failed to timely enter into such agreement or file copies thereof.

To ensure compliance for 2017, the attached form and its required attachments must be filed with the Department at the following address. Please be sure to include a cover letter to the Department indicating that your system is making a filing pursuant to 83 Ill. Admin. Code Part 1325, Section 1325.215 and Sections 750/14 and 750/15 of the Emergency Telephone Systems Act [50 ILCS 750].

**Illinois State Police  
Statewide 9-1-1 Bureau  
801 South 7th Street  
Springfield, IL 62703**

**You may also scan the completed 2017 Annual Report Form with all attachments and email the report to [9-1-1\\_Tech\\_Support@isp.state.il.us](mailto:9-1-1_Tech_Support@isp.state.il.us)**

Copies of the annual certification (**item 5**) must also be filed with the Attorney General’s Office pursuant to Sections 750/14 and 750/15 of the Emergency Telephone Systems Act [50 ILCS Act 750] at the following address:

**Attorney General’s Office Attn: 9-1-1 Files  
500 S. Second Street  
Springfield, IL 62706**

If you have any questions regarding the Annual Filing, please contact Marci Elliott at (217) 524-0190 or Stacy Ross at (217) 524-5523.

# 2017 ISP Annual Report Form

9-1-1 System Name:

**Landline 9-1-1  
Contact Information**

Name:

Address:

City/State/Zip:

Phone:

Email:

**Wireless 9-1-1  
Contact Information**

Name:

Address:

City/State/Zip:

Phone:

Email:

Total Population of Area Served by the 9-1-1 Authority (per census):

Total Square Miles Served by the 9-1-1 Authority:

\*\*Be sure to Include Annexed Areas or Exclude Opted-out Areas\*\*

Current Error Ratio:  %

- Wireless Status:
- Phase 1
  - Phase 2
  - Combination of Phase 1 and 2
  - N/A

Implemented Text to 9-1-1:  Yes  No

Number of Text to 9-1-1 Messages Processed in 2016:

Number of Wireline 9-1-1 Calls Taken in 2016:

Number of Wireless 9-1-1 Calls Taken in 2016:

Number of VoIP 9-1-1 Calls Taken in 2016:

Please attach the following:

- **Current Network Diagram**, which includes wireline and wireless
- **Annual Certified Notification of Continuing Agreements**

**List names and locations of Primary PSAP(s)** (attach list if necessary):

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**List names and locations of Secondary PSAP(s)** (attach list if necessary):

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**List names and locations of Back-up PSAP(s)**

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**List names and locations of Unmanned PSAP(s):**

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**List names and locations of Virtual PSAP(s):**

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**ETSB Makeup:** (Board Members Names and Affiliation i.e. Citizen, Public Safety Position, County Board Member, Elected Official, Etc.) – Please list below or attach a list

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