



**DuPage Mayors and Managers Conference**  
**Concealed Carry and Local Government: Quick Reference**  
**Effective Date: November 12, 2013**

Disclaimer: Information provided in the following material is meant only to give general guidance. The information is not meant to replace statutory language and should not be considered legal advice.

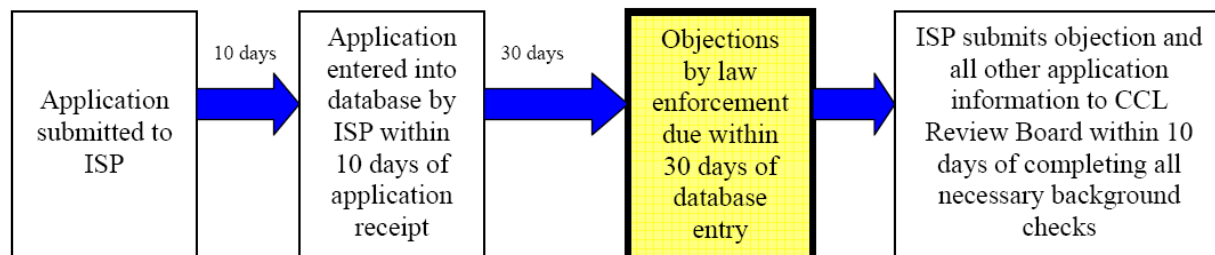
This document is a companion piece to the more comprehensive report *Concealed Carry and Local Government: What You Need to Know* which can be found on the DMMC website. It is recommended that you read that document along with HB-0183 to ensure compliance with the statute.

### 1. Police Enforcement Activities

- Licensees who are carrying a concealed firearm must disclose that information to a law enforcement officer upon request during all investigative/traffic stops. If the officer does not ask, the licensee is not obligated to reveal that information. Update standard operating procedures to ensure that officers understand that they must ask about concealed firearms during all investigative stops.
- Due to potential increases in the number of calls for service with regard to reports of people with firearms in public, Police Departments should make sure all officers are familiar with the Firearm Concealed Carry Act including locations where firearms are prohibited.
- Fire Department Paramedics will be faced with treating and transporting patients who are carrying a concealed firearm to the hospital. Fire and Police officials should work together to develop policies and procedures for handling concealed firearms that have been removed from a person who is being treated or transported to a hospital by paramedics.

### 2. Objecting to the Issuance of a License

- Concealed carry license applications go live on January 5, 2014. It is anticipated that the Illinois State Police (ISP) will receive approximately 400,000 applications. Local law enforcement will need to prepare staff for the administrative burden of monitoring the list and performing checks on applicants in your area.
- Law enforcement has 30 days from application entry into the ISP database to object to an application.
- Write a comprehensive policy for objecting to applications and assign personnel to monitor the list and submit objections when appropriate.
- Set up alerts on the ISP database website that are appropriate for your agency when it becomes available (ex: zip codes under your jurisdiction).



### 3. Acceptance of Revoked Licenses

- The Act requires local law enforcement to accept licenses that have been revoked or suspended by the ISP. The licensee has 48 hours from notice of revocation or suspension to surrender the license to the local law enforcement agency where the person resides.

- Local law enforcement must give the licensee a receipt and transmit the concealed carry license to the ISP within 7 days.
- Ensure updated policies are in place for accepting revoked concealed carry licenses, FOID cards and weapon disposition forms.

#### 4. Impact on Government Approved Events

- Public gatherings or special events conducted on property open to the public that require the issuance of a permit from the unit of local government are prohibited areas under the Act. These events must have the ISP approved signage posted at all entrances (see section 7).
- Review current policies and required forms used to apply for special events, parades, block parties, and open-air gatherings. Adjust policies and required forms where appropriate.

#### 5. HR Procedures and Actions

- Set up clear policies on where firearms are and are not allowed. Train employees on the new policies.
- Post the required signage at all entrances of locations prohibited under the Act. This includes all local government buildings.
- Instruct employees who observe anyone carrying a firearm in a municipal building who is not a police officer to notify their supervisor or the Police Department.
- Consult with your municipal attorney to ensure policies regarding firearms in employer-owned vehicles are consistent with the law.

#### 6. Fingerprinting Practices

- Determine if it is appropriate to offer Live Scan fingerprinting to your residents for concealed carry license applications. Local law enforcement agencies are not required to provide fingerprinting.
- Police Departments wishing to become a licensed Live Scan vendor must contact the ISP.
- Update your municipality's fee schedule to reflect any changes in fees prior to applications being accepted on January 5, 2014.

#### 7. Signage at Public Buildings

- The Act requires clear and conspicuous posting of signs in all areas defined as "prohibited areas," which includes but is not limited to buildings under the control of a unit of local government, public parks under the control of a municipality or park district, and public transportation systems. A comprehensive list of areas prohibited by statute can be found in [430 ILCS 66/65](#).
- The signs are to be posted at all entrances of the premises or real property, be 4 inches by 6 inches (4"x 6"), and conform to rules established by the ISP. The approved signage has been released and is available for download or printing at <http://www.isp.state.il.us/firearms/ccw>.
- As of November 12, 2013, the statute clearly stated that the approved sign must be 4"x 6". However, there is a [proposed rule](#) that would allow for larger signs with additional language as long as the approved signage is visible and a minimum of 4"x 6". The [proposed rule](#) is expected to be presented to the Joint Commission on Administrative Rules (JCAR) in December 2013.

#### 8. Educating the Public, Businesses and Liquor License Holders

- Municipalities may wish to educate the general public and business owners/operators about the Act. Municipalities should consider partnering with local business membership organizations such as Chambers of Commerce in their education efforts.
- Municipalities and other business organizations may wish to provide businesses access to the approved signage prohibiting firearms on private property. The information could be posted on websites or the signs could be produced and offered to interested businesses.
- Municipalities may want to encourage all business owners, residents, and other governmental units within the municipality to seek training and legal counsel on the implementation of the concealed carry statute and proposed rule.
- Review current policies and required forms used to apply for liquor licenses. Adjust policies and required forms and forms where appropriate.
- Consider engaging business owners who serve alcohol to ensure they are aware of the new regulations.