

**ILLINOIS STATE POLICE DIRECTIVE
ADM-113, FIRES IN STATE FACILITIES**

RESCINDS: ADM-113, 2011-070, revised 10-24-2011.	REVISED: 04-03-2015 2015-018
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will report every fire occurring in an ISP-occupied facility to the Office of the State Fire Marshal (OSFM), regardless of the type or magnitude.

II. AUTHORITY

EXECUTIVE ORDER

Number 2 (1980)

MANDATORY REPORTING OF FIRES IN STATE FACILITIES

In recent years several fires have occurred in buildings owned or operated by the state of Illinois. In certain instances, especially if there is no response by the local fire department, many of these fires go unreported to the Office of the State Fire Marshal. It is the responsibility of the Office of the State Fire Marshal to supplement the investigation of fires by the local fire chief.

The State Fire Marshal enters into this investigation where in his opinion it is deemed necessary to determine if the fire's origin is accidental or was purposely set. The State Fire Marshal can only carry out his responsibility if upon the occurrence of the fire he is properly notified. Accordingly, it is appropriate that all fires in state owned or operated facilities be reported to him so that a follow-up investigation can be made. In addition to determining possible causes, the reporting of such fires would be valuable in developing programs to prevent recurrence.

Accordingly, I order:

- I. That the Administrator of the recipient facility report every fire, regardless of the type or magnitude to the Office of the State Fire Marshal and to cooperate fully with the State Fire Marshal's investigating officer. I order further, that the Office of the State Fire Marshal will report back to the Director or Administrator of the recipient regarding what the investigation revealed.

/s/ _____

James R. Thompson

Dated: February 8, 1980

III. PROCEDURES

III.A. Notification

- III.A.1. The Facility Administrator will provide written notification within 48 hours of any fire occurring in the facilities under his/her control:

The Office of the State Fire Marshal
1035 Stevenson Drive
Springfield, Illinois 62703-4288

- III.A.2. The Facility Administrator will provide a copy of the notification to the Director's Office through the chain-of-command.

- III.B. Executive Order #2, 1980, requires the Facility Administrator to cooperate fully with the OSFM's investigating officer.

- III.C. The OSFM will report the results of their investigation to the Director or Facility Administrator. If the OSFM reports the results to the Facility Administrator, the Facility Administrator will forward a copy through the chain-of-command to the Director.

-End of Directive-