

## ILLINOIS STATE POLICE DIRECTIVE ADM-001, DEPARTMENT DIRECTIVES SYSTEM

<b>RESCINDS:</b> ADM-001, 2021-028, revised 11-15-2021.	<b>REVISED:</b> 01-03-2023 <span style="float: right;"><b>2023-001</b></span>
<b>RELATED DOCUMENTS:</b>	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 12.2.1, 12.2.2, 26.1.1

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Provide an electronic manual as the official repository of ISP directives.
- I.B. Establish and administer policy, procedure, and rules and regulations through a formal, uniform directives system.
- I.C. Provide an electronic document library. All ISP forms containing an ISP form number listed within an ISP directive can be found on the ISP Document Library located at <https://isp.portal.illinois.gov/generalinfo/Lists/Document%20Library>, unless otherwise noted.

### II. DEFINITIONS

- II.A. CALEA - the Commission on Accreditation for Law Enforcement Agencies, Inc.
- II.B. Department directive - a formal course of action that includes policies, procedures, rules, and regulations used to guide and govern agency operations and employees.
- II.C. E-Directive Back-Up – an electronic replica of the e-Directives system.
- II.D. Electronic Directives System (e-Directives) - the full ISP Directives Manual available electronically to personnel accessible through the Department's SharePoint intranet site or website.
- II.E. Policy - the portion of a directive that sets forth a broad statement of department principles; it provides direction and the framework for the development of procedures and rules.
- II.F. Policy Section – the ISP work unit responsible for the administration and maintenance of the ISP Directives Manual.
- II.G. Procedure(s) - a guideline for carrying out department activities. Procedures are general descriptions, whereas rules and regulations are specific statements; all define a course of action to be undertaken.
- II.H. Rules and Regulations - specific portions within directives from which no deviation is permitted.
- II.I. Staff/Staffing - the process of obtaining input on new or revised directives/addenda.
- II.J. Specialty Manuals - manuals developed for issue to employees in specialized functions. Examples of specialty manuals include, but are not limited to:
  - II.J.1. Work Unit Manuals
  - II.J.2. Criminal Investigation Report Writing Manual
  - II.J.3. Law Enforcement Agencies Data System (LEADS) Reference Manual
  - II.J.4. Code Employee Handbook

### III. RESPONSIBILITIES

- III.A. The Director has the authority to:
  - III.A.1. Issue, modify, approve, or delete ISP directives.

- III.A.2. Delegate this authority to the Deputy Directors.
- III.A.3. Issue a directive by any means available when time is of the essence.
- III.A.4. Bypass any steps of the directive staffing procedure when deemed necessary.
- III.A.5. Make final policy and directive determinations.
- III.B. Deputy Director(s) may:
  - III.B.1. If granted the authority by the Director, delegate the authority to issue, modify, approve, or delete Troop, Zone, Bureau, Laboratory, Section, or Unit directives to the appropriate Commander or work unit supervisor.
  - III.B.2. Direct the format of the directives and approve a numbering system for directives published by entities within his/her Division.
- III.C. The appropriate Commander or work unit supervisor is responsible for:
  - III.C.1. Distributing Troop, Zone, Bureau, Laboratory, Section, or Unit directives.
  - III.C.2. Administering his/her specialty manuals.
  - III.C.3. Ensuring that personnel under their command have the opportunity to access published directives via the e-Directives system.
  - III.C.4. Ensuring that personnel under their command acknowledge receipt and review of the published directives in the e-Directives system.
- III.D. The Policy Section is responsible for:
  - III.D.1. Administering the ISP Directives System.
  - III.D.2. Designing the Department directive and addenda format.
  - III.D.3. Assigning:
    - III.D.3.a. Directive identifying numbers  
Identifying numbers will consist of the subject identifier and a sequential number.  
**Example:** PER-001
    - III.D.3.b. Directive sequence numbers  
Sequence numbers will consist of the calendar year of issue and a sequential number.  
**Example:** 2012-001
  - III.D.4. Staffing directive drafts to the appropriate personnel and incorporating appropriate changes received through the staffing process.
  - III.D.5. Maintaining a Directive History file to include previous versions of directives and staffing comments.
  - III.D.6. Updating the e-Directives system, as appropriate, and notifying ISP personnel of the changes through a large distribution e-mail (LDALL).

- III.D.7. Assisting with, and advising on, the creation and formatting of Troop, Zone, Bureau, Laboratory, Section, and Unit directives, when requested.

III.E. Employees

Employees are responsible for conforming to all requirements contained in the Directives Manual.

IV. PROCEDURES

IV.A. Directives

The ISP Directives Manual consists of:

- IV.A.1. Directives approved by the Director
- IV.A.2. Directives arranged under the following subject identifiers

ADM - Administration	ORG - Organization
ENF - Enforcement	PER - Personnel
EQP - Equipment	ROC - Rules of Conduct
OPS - Operations	SRV - Services
ORD - Ordnance	

IV.A.3. Proposing/revising directives/addenda

- IV.A.3.a. Any Department employee may propose a new directive/addendum, recommend revisions to an existing directive/addendum, or propose deleting an existing directive/addendum.
- IV.A.3.b. Personnel wishing to propose directive/addendum changes will propose the change(s) on a memorandum or via Department e-mail forwarded through their chain-of-command to the Policy Section.
- IV.A.3.c. The Policy Section will review the proposal for a new/revised directive/addendum and determine if the proposal is warranted. If the proposal is deemed acceptable, the Policy Section will create a draft and provide the draft to the originator to ensure his/her proposal is accurately reflected.
- IV.A.3.d. Once the originator has reviewed the draft, the Policy Section will initiate the staffing of the draft.

IV.A.4. Directive staffing

- IV.A.4.a. The Policy Section will send copies of the draft directive for review and comment to the:

- IV.A.4.a.1) Deputy Directors
- IV.A.4.a.2) CALEA Manager
- IV.A.4.a.3) Chief of the Office of Inspection and Audits (OIA)
- IV.A.4.a.4) Chief of the Office of Labor Relations and Special Projects (OLR)
- IV.A.4.a.5) Chief of the Office of Human Resources (OHR)
- IV.A.4.a.6) Other Chiefs within the Office of the Director (OOD) as deemed necessary.

**NOTE:** The Legal Office may be consulted at any step during the staffing process.

- IV.A.4.b. The addressees will complete a copy of the Draft Directive Response Sheet (DDRS), ISP 2-284, indicating their concurrence or non-concurrence with the draft directive, and return it to the Policy Section (a copy of this form is available from the ISP Document Library).
- IV.A.4.c. If the addressee does not concur with the draft directive, comments may be made on the DDRS, the draft directive, or both. If proposed changes are made to the draft directive, revisions should be marked as follows:

- IV.A.4.c.1) Underline verbiage being added
- IV.A.4.c.2) Strikeout verbiage being removed
- IV.A.4.c.3) Shade verbiage being moved within the directive

IV.A.4.d. After any necessary changes have been made, the Policy Section will format and forward the directive/addendum to the Legal Office for legal review. The Legal Office will complete a copy of the DDRS and return it to the Policy Section.

IV.A.4.e. Following the staffing and legal review, the Policy Section will make any necessary changes and forward the directive to the Director's Office for the Director's signature.

IV.A.5. Preparation of the signed directive by the Policy Section will be in accordance with internal Policy Section procedures.

IV.B. Accessing e-Directives

IV.B.1. From the Department SharePoint Intranet site:

- IV.B.1.a. Go to <https://isp.portal.illinois.gov>
- IV.B.1.b. Sign in with your Windows account and password
- IV.B.1.c. Select "General Information"
- IV.B.1.d. Select "E-DIRECTIVES"

IV.B.2. From the ISP website:

- IV.B.2.a. Go to <https://isp.illinois.gov>
- IV.B.2.b. Under "Quick Links", select "DEPARTMENT DIRECTIVES"

IV.C. Retention

IV.C.1. Directives will remain in effect until rescinded or amended by a subsequent directive.

IV.C.2. The Office of Research and Development (ORD) will permanently retain archived copies of rescinded directives.

| Indicates new or revised items.

**-End of Directive-**