

ILLINOIS STATE POLICE DIRECTIVE ADM-131, ELECTRICITY CONSERVATION

RESCINDS: ADM-131, 2012-073, revised 10-25-2012.	REVISED: 10-26-2015 2015-074
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will conserve electrical power whenever feasible by turning off office equipment/lighting when not in use.

II. AUTHORITY

II.A. Illinois Department of Central Management Services letter dated August 22, 1989

II.B. Executive Order Number 11 (2001), Executive Order for State Government "Green Activities"

III. PROCEDURES

III.A. The Department will:

III.A.1. Work in conjunction with the Illinois Department of Central Management Services (CMS) to ensure that all new electronic office equipment purchased, including servers, computers, monitors, printers, scanners, fax machines, and copiers, are in compliance with the provisions of the Governor's Executive Order Number 11 (2001).

III.A.2. As funding permits, establish programs to perform regular maintenance on all lighting, heating, ventilation, and air conditioning systems to ensure optimum efficiency.

III.B. Except for the items listed below, employees will turn off office equipment/lighting at the close of the workday. Additionally, when feasible, employees will turn off office equipment/lighting whenever a period of non-usage of more than 15 minutes is anticipated. Exempt items are:

- III.B.1. All personal computers
- III.B.2. Controllers (3174, 5294)
- III.B.3. Copy machines that are used 24 hours a day
- III.B.4. Facsimile machines
- III.B.5. Lighting that is necessary 24 hours a day
- III.B.6. Local area network file servers
- III.B.7. Modems (except dial-up modems) or port sharing devices
- III.B.8. Multiplexors
- III.B.9. Printer sharing boxes
- III.B.10. Printers shared by several users
- III.B.11. Security cameras and monitors
- III.B.12. Terminals used as control terminals or consoles

| Indicates new or revised items.

-End of Directive-