

ILLINOIS STATE POLICE DIRECTIVE

SRV-204, LOCAL AREA NETWORK (LAN) ACCESS AND ADMINISTRATION

RESCINDS: SRV-204, 2022-111, revised 03-09-2022.	REVISED: 12-04-2023 2023-180
RELATED DOCUMENTS: SRV-216	RELATED CALEA STANDARDS (6th Edition): 11.4.4, 11.4.5, 41.3.7, 82.1.1, 82.1.6, 82.2.5

I. POLICY

The Illinois State Police (ISP) will provide LAN access to all ISP users for conducting ISP or state of Illinois business.

II. DEFINITIONS

- II.A. Human Resources System (HRS) - a database used to track ISP users and their associated Personal Identification Numbers (PIDs) and user Identifications (IDs).
- II.B. ISP User Identification/Attribute Form, ISP 2-203 – form used by ISP and DoIT to identify and track the access an employee has been granted to the ISP network and applications.
- II.C. Local Area Network (LAN) - an assortment of personal computers and servers connected together in order to access data; share common software, applications, and peripherals (printers, disk drives, etc.); and to communicate with each other.
- II.D. Personal ID (PID) - number assigned to individual ISP employees.
- II.E. Virtual Private Network (VPN) - a secure and encrypted connection used to access the ISP network via the Internet.
- II.F. Windows Active Directory - the database of user ID's that are used to log into computers on the ISP domain.

III. PROCEDURES

III.A. New Employees and Contractual Employees

- III.A.1. All users must be in active status in the ISP HRS before any user ID's are created. To get a user entered into HRS and in active status, a Personnel Action Request, form ISP 2-039, must be completed and processed by ISP Human Resources Bureau.
- III.A.2. Once an employee is in active status in the HRS system, an ISP User Identification/Attribute Form, ISP 2-203, must be completed and signed by the supervisor and the employee. Supervisors must complete and sign section 3B of this form to add required access; section 3A should be left blank. The completed form must be submitted to the ISP DoIT security administration group, ISP.Security@illinois.gov.
- III.A.3. After the completed form has been received by DoIT security administration, the user ID will be created and the user's supervisor will be notified by email.
- III.A.4. The supervisor can request additional access by updating form ISP 2-203 and emailing the amended form to the ISP DoIT security administration group at ISP.Security@illinois.gov.

III.B. Modifying current employee access

- III.B.1. For changes to a current employee's access, a new form ISP 2-203 must be submitted to the ISP DoIT security administration group at ISP.Security@illinois.gov.
 - III.B.1.a. Section 3A of form ISP 2-203 is to be completed and signed by the current supervisor and does not require the employee's signature.

III.B.1.b. Section 3B of form ISP 2-203 is to be completed and signed by the new supervisor and does not require the employee's signature.

III.B.1.c. Supervisors should only request access that is required for the employee's current job duties.

III.B.1.c.1) When access is required at both new and previous work positions due to a transitional period, a form ISP 2-203 should be completed to add the new access needed, leaving intact any current access required for the transition.

III.B.1.c.2) A second form ISP 2-203 should be completed to remove the old access once the transition is completed.

III.B.1.c.3) The signatures outlined above are required on both forms.

III.B.1.d. Required signatures may be electronic or handwritten on form ISP 2-203.

III.B.1.e. Completed ISP 2-203 forms are to be emailed to the ISP DoIT security administration group at ISP.Security@illinois.gov once all required signatures are affixed.

III.B.2. When an employee separates from employment, the supervisor shall remove the employee's access, preferably within 24 hours, but no later than 72 hours, by submitting an updated form ISP 2-203 to the ISP DoIT security administration group at ISP.Security@illinois.gov and the ISP.HelpDesk@illinois.gov. The supervisor must complete and sign section 3A of the form to remove all access; and section 3B of the form should be left blank.

III.C. For Suspended employee access, see ISP Directive SRV-216, "Notification of Suspension/Reinstatement of Personnel."

| Indicates new or revised items.

-End of Directive-