

ILLINOIS STATE POLICE DIRECTIVE SRV-216, NOTIFICATION OF SUSPENSION/REINSTATEMENT OF PERSONNEL

RESCINDS: SRV-216, 2022-199, revised 10-14-2022.	REVISED: 12-06-2023 2023-183
RELATED DOCUMENTS: PER-038, SRV-204	RELATED CALEA STANDARDS (6th Edition): 12.1.4, 22.4.1, 26.1.1, 26.1.4, 26.1.5, 26.1.6, 26.1.7, 26.1.8, 26.3.7

I. POLICY

The Illinois State Police (ISP) will provide and ensure standardized information is used regarding an employee's suspension/reinstatement and will ensure that access to all ISP systems is suspended/reinstated/deleted as appropriate when a change in employment status occurs.

II. DEFINITIONS

II.A. Administrative Leave - a paid status to be used for code personnel and an unpaid status to be used for sworn personnel when, in the best interest of the employee or the Department, it would be inappropriate for an employee to remain on duty. Sworn timekeeping status code 536 for use without pay if not using accumulated time off, other than sick time, to maintain bi-monthly pay in accordance with collective bargaining agreements.

II.B. Reinstatement - action taken to return an employee (sworn or code) to an active duty status.

II.C. Relieved of Duty - a paid status to be used for sworn personnel when, in the best interest of the employee or the Department, it would be inappropriate for an employee to remain on duty. Sworn timekeeping status code 507.

II.D. Restricted Duty - a paid status to be used for sworn personnel when, in the best interest of the employee or the Department, it would be inappropriate for a sworn employee to remain in a full duty status pending an internal investigation which may result in possible disciplinary action. Officers placed in a restricted duty status will have no police powers.

NOTE: See ISP Directive PER-038, "The Medical Review Board and Medical Duty," for Medical Duty assignments.

II.E. Suspension - temporary removal of an employee (sworn or code) from duty without pay and with no legal standing or authority to act under color of law as a police officer. Sworn timekeeping status code 506 for use without pay if not using accumulated time off, other than sick time, to satisfy suspension time in accordance with collective bargaining agreements. Suspensions for code personnel require the completion of a Personnel Action Request (PAR).

II.F. Termination - employment with the ISP has ended.

III. PROCEDURES

III.A. The Director, or his/her designee, will notify the appropriate Deputy Director when any of the following employment actions are ordered:

III.A.1. An employee is placed on administrative leave;

III.A.2. An employee is suspended;

III.A.3. An officer is relieved of duty;

III.A.4. An officer is placed on restricted duty; or

III.A.5. An employee has been terminated.

III.B. The Deputy Director, or his/her designee, will send an electronic message to other appropriate command personnel and communication centers announcing an employee has been placed on administrative

leave, suspended, relieved of duty, restricted duty, or terminated. Notification will be made for the purpose of restricting access to ISP facilities, equipment, and electronic databases. The Director, or designee, may also disseminate this information to all ISP personnel through a large-distribution email (LDALL).

The message will contain the following information:

- III.B.1. Date/time of message
 - III.B.2. The employee's:
 - III.B.2.a. Name
 - III.B.2.b. Rank (if applicable)
 - III.B.2.c. Identification number (if applicable)
 - III.B.2.d. Work location
 - III.B.3. Action taken:
 - III.B.3.a. Administrative leave
 - III.B.3.b. Suspension
 - III.B.3.c. Relieved of duty
 - III.B.3.d. Restricted duty
 - III.B.3.e. Termination
 - III.B.4. Effective date of action
 - III.B.5. The date the employee is to be reinstated, if known
 - III.B.6. Comments such as status of legal authority to act as a law enforcement officer (if applicable) and authority to access departmental facilities and records
 - III.B.7. Authority for message
- III.C. In situations where a message was disseminated for an employee placed on administrative leave, suspended, relieved of duty, or placed on restricted duty, and an ending date was not provided, the Deputy Director, or his/her designee, will send an electronic message to other appropriate command personnel and communication centers, announcing when the affected employee returns to duty. The message will contain the following information:
- III.C.1. Date/time of message
 - III.C.2. Employee's:
 - III.C.2.a. Name
 - III.C.2.b. Rank (if applicable)
 - III.C.2.c. Identification number (if applicable)
 - III.C.2.d. Work location
 - III.C.3. The date the employee is returned to duty
 - III.C.4. Comments such as:
 - III.C.4.a. Date originally placed on administrative leave, suspended, or relieved of duty
 - III.C.4.b. Status of legal authority to act as a law enforcement officer (if applicable)
 - III.C.4.c. Authority to access departmental facilities and records
 - III.C.5. Authority for message
- III.D. Supervisors will notify the DoIT security administration group when an employee is placed on administrative leave, suspended, relieved of duty, separates from employment, or returns to active-duty status.

- III.D.1. Notification will be sent via email to ISP.Security@illinois.gov and ISP.HelpDesk@illinois.gov.
- III.D.2. Notification will include the employee's name and ID number and a request to suspend or reinstate system access.
 - III.D.2.a. If an employee's access is suspended or restricted, a form ISP 2-203 must be completed to document the change. Access should be removed by completing and signing Section 3A of the form to suspend the desired access, and Section 3B should be left blank.
 - III.D.2.b. If the employee's access is to be reinstated, a form ISP 2-203 granting the desired access in Section 3B of the form should be completed and signed.
 - III.D.2.c. Once the form ISP 2-203 has been completed, the supervisor will email the form to the DoIT security administration group at ISP.Security@illinois.gov.
- III.E. The ISP Office of Human Resources (OHR) will maintain a list of employees that have been placed on leave/suspension/restricted duty and will send that list via e-mail to system administrators when changes occur.
- III.F. The DoIT security administration group will:
 - III.F.1. Suspend system access for employees placed on the list and will reinstate access for employees who have been removed from the list unless that employee has terminated employment or access is no longer needed; and
 - III.F.2. Delete all system access when it has been notified that an employee has resigned, transferred out, retired, been discharged, or otherwise terminated employment.

| Indicates new or revised items.

-End of Directive-