

ILLINOIS STATE POLICE DIRECTIVE ADM-001, DEPARTMENT DIRECTIVES SYSTEM

RESCINDS: ADM-001, 2024-013, revised 03-09-2024	REVISED: 02-09-2026 2026-009
RELATED DOCUMENTS: ADM-002, ADM-017, ADM-020, ADM-112, ADM-150, PER-012, PER-053, ROC-002, SRV-201	RELATED CALEA STANDARDS (6th Edition): 12.1.1, 12.2.1, 12.2.2, 26.1.1, 26.1.5, 35.1.4, 81.2.5

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. Commission of Accreditation for Law Enforcement Agencies, Inc. (CALEA) – a credentialing authority, governed by a Commission Board and based in the United States, whose primary mission is to accredit public safety agencies.
- 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. The Policy Section will be within the Office of the Director (OOD), Office of Metrics, Accreditation, and Policy (MAP).
- 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 process 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 their 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 their specialty manuals.
- III.C.3. Ensuring that personnel under their command can 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 electronic files 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

IV.A.1. The ISP Directives Manual consists of:

- IV.A.1.a. Directives approved by the Director
- IV.A.1.b. 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.2. Proposing/revising directives/addenda

IV.A.2.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.2.b. Personnel wishing to propose directive/addendum changes will request a workable copy of the directive, formatted through Microsoft Word, from the Policy Section, forwarded through their chain-of-command.

IV.A.2.c. Personnel will make proposed changes to the draft marked as follows, then submit the draft to the Policy Section:

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

NOTE: Track changes in Word should only be used for adding comments and not in place of the markings outlined above.

NOTE: Drafts submitted without proposed changes marked as outlined above will be returned for proper editing.

IV.A.2.d. The Policy Section will review the draft for a new/revised directive/addendum to determine if the proposal is warranted and notify the originator of their decision. If the proposal is deemed acceptable but there are questions or concerns regarding the changes, the Policy Section will ask the originator to provide clarification.

IV.A.2.e. When the draft is ready, the Policy Section will send the draft to all divisions and appropriate offices for staffing.

IV.A.3. Directive staffing

IV.A.3.a. The Policy Section will e-mail copies of the directive draft for review and comment to the:

- IV.A.3.a.1) Deputy Directors

- IV.A.3.a.2) ISP CALEA Accreditation Manager
- IV.A.3.a.3) Chief of the Office of Inspection and Audits (OIA)
- IV.A.3.a.4) Chief of the Office of Labor Relations and Special Projects (OLR)
- IV.A.3.a.5) Chief of the Office of Human Resources (OHR)
- IV.A.3.a.6) Chief of the Office of Finance (OOF)
- IV.A.3.a.7) 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.3.b. The addressees will complete a copy of the Draft Directive Response Sheet (DDRS), ISP 2-284, available from the ISP Document Library, indicating their concurrence or non-concurrence with the directive draft, and return it to the Policy Section by the due date provided in the e-mail.

NOTE: If there are circumstances that require additional time beyond the due date to complete a review, an email should be sent to the Policy Section requesting an extension and state the reason for the request and when the review is expected to be completed.

NOTE: Non-response by the due date will be deemed a concurrence.

- IV.A.3.c. If the addressee does not concur with the directive draft, comments may be made on the DDRS, the directive draft, or both. If proposed changes are made to the directive draft, revisions should be marked as follows:

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

NOTE: Drafts submitted without proposed changes marked as outlined above will be returned for proper editing.

- IV.A.3.d. DDRSs returned with comments that cannot be resolved by the Policy Section will be forwarded to the originator to be addressed.
- IV.A.3.e. If there is conflict between two or more parties, a meeting will be scheduled to resolve the conflict. The Policy Section will make the agreed upon changes to the draft and forward to the involved parties, with a one-week review period.
- IV.A.3.f. In the event the conflict is not resolved, MAP's Chief, in consultation with the Director's Office, will make a final determination.
- IV.A.3.g. 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.3.h. Following the staffing and legal review, the Policy Section will make any necessary changes and forward the directive to the OOD for the Director's signature.

- IV.A.4. 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://ilgov.sharepoint.com/sites/ISP.Portal>
- 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. MAP will permanently retain archived copies of rescinded directives.

| Indicates new or revised items.

-End of Directive-