

**ILLINOIS STATE POLICE  
ADM-014, LEGISLATIVE PROCEDURES**

<b>RESCINDS:</b> ADM-014, 2011-063, revised 09-12-2011.	<b>REVISED:</b> 10-26-2017 <b>2017-049</b>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS:</b> 45.2.2, 45.2.3, 52.1.3

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Facilitate the processing of legislative (state) and congressional (federal) actions, proposals, or requests in a manner conducive to timely review, analysis, submission, response, or dissemination.
- I.B. Establish, develop, and maintain productive relationships with other police and government entities to achieve the Department's goals and objectives in the legislative arena.

II. PROCEDURES

II.A. Department Members will:

II.A.1. Not, in an official capacity as an ISP employee, take a public position on legislation, any legislative or congressional issue, negotiate or write any legislation or resolution, or testify or appear before any legislative or congressional entity or other group whose purpose is action by the government, without prior clearance by the Department's Chief of Governmental Affairs. Any employee who has contact with any state or federal legislator during the performance of their official duties as an ISP employee, shall immediately notify their chain-of-command. The affected chain-of-command shall forward the above notification to the Office of Governmental Affairs immediately upon receipt.

II.A.2. If in the course of their duties, has official contact with representative of a state or federal agency and provides research or opinion to that agency which could affect the formulation of legislation or ISP policy, shall forward the research or opinion immediately through their chain-of-command to the Office of Governmental Affairs for situational awareness. Employees shall obtain prior approval from the Office of Governmental Affairs to respond to requests for search or opinion.

**NOTE:** Contact is defined as more than casual and shall include enforcement activity, meetings, and conversations regarding Department policy, issues or investigations. It shall not include contact associated with collective bargaining units.

II.B. The Chief of the Office of Governmental Affairs will:

II.B.1. Inform the Director of pending legislative and congressional matters affecting or of concern to the Department.

II.B.2. Obtain the appropriate division input and the review required of the Director to address pending legislative and congressional issues.

II.B.3. Coordinate the intra-departmental flow and analysis of information relating to legislative and congressional matters affecting the Department and be responsible for any required corresponding response on behalf of the Department.

II.B.4. Serve as a liaison to the Governor's Office of Legislative Affairs, other state agencies' legislative offices, Illinois Association of Chiefs of Police, Illinois Sheriffs' Association, and other police or government agencies relating to legislative or other issues as directed by the Director.

II.B.5. Advise the Office of the Director and the affected divisions' Colonel of any official complaints by the public, members of the Illinois General Assembly, or members of the US Congress regarding the operation of the Department and actions taken by its employees.

- II.B.6. The Chief of Governmental Affairs will forward any official complaints received by that office to DII, with a copy of the complaint forwarded to the respective Division's Colonel.
- II.B.7. Meet with the Director at least on a monthly basis. The meetings will include the following:
  - II.B.7.a. A summary of the issues raised by the public or any member or entity of the Illinois General Assembly or U.S. Congress.
  - II.B.7.b. A summary of matters that could possibly become issues of concern to the Department.
  - II.B.7.c. Recommendations for action on issues of concern to the Department including, if appropriate, forwarding complaints to the DII for further investigation.
  - II.B.7.d. A statement of progress made towards addressing previously identified concerns and problems.
- II.B.8. Coordinate all official recommendations and appointments by the Director, their designee, or department members to statutory/legislative task forces, boards, panels, and commissions, and coordinate any required correspondence on behalf of the Director regarding legislative responses.
- II.C. The Department encourages employees to submit recommendations to amend current or create new legislation and review pending legislation.
  - II.C.1. The Colonel of each division will designate a person, approved by the Office of the Director, who will serve as that Division's representative on the Legislative Advisory Committee. The Committee will meet as necessary, with the Chief of the Office of Governmental Affairs serving as the committee chair.
  - II.C.2. The Chief of the Office of Governmental Affairs, with approval of the Office of the Director, may appoint additional representatives to the Legislative Advisory Committee.
  - II.C.3. Each Legislative Advisory Committee representative will, upon request of the Chief of the Office of Governmental Affairs:
    - II.C.3.a. Attend Legislative Advisory Committee updates/training sessions as scheduled.
    - II.C.3.b. Coordinate their division's review, analysis, and submission of recommendations, in a form and manner prescribed by the Chief of the Office of Governmental Affairs, for
      - II.C.3.b.1) The Department's legislative proposals.
      - II.C.3.b.2) Bills introduced or pending before the state legislature or U.S. Congress.
- II.D. The Office of Governmental Affairs will be the repository for all division's legislative reviews. Legislative reviews shall not be disseminated outside the respective division or the Department without the approval of the Chief of the Office of Governmental Affairs.

| Indicates new or revised items.

**-End of Directive-**