

ILLINOIS STATE POLICE DIRECTIVE ADM-104, FORMS MANAGEMENT

RESCINDS: ADM-104, 2022-016, revised 02-01-2022	REVISED: 05-08-2026 2026-026
RELATED DOCUMENTS: ADM-141	RELATED CALEA STANDARDS (6th Edition): 11.4.2

I. POLICY

The Illinois State Police (ISP) will establish internal controls for approving and printing official ISP forms.

II. AUTHORITY

30 ILCS 500/20-105, "State Agency Printing"

III. DEFINITIONS

III.A. Agency Forms Coordinator – a representative of the Logistics Bureau, Division of Justice Services (DJS), who works with each Division Forms Coordinator to ensure:

III.A.1. Forms are current and correct.

III.A.2. All ISP Printing and Graphics Requests, form ISP 2-296, are completed correctly.

III.B. Division Forms Coordinator – an individual appointed by each Deputy Director to work with Division personnel to ensure all forms being used in their division are the most current and approved forms.

III.C. Form – a document assigned an ISP form number that may be used for the insertion of details or information.

III.C.1. Forms are produced permanently, temporarily, or as "one time use only" versions. The ISP number may or may not be added to the actual form.

III.C.2. Forms include, but are not limited to:

III.C.2.a. Brochures

III.C.2.b. Annual Reports

III.C.2.c. Flyers

III.C.2.d. Cards

III.C.2.e. Adhesive stickers

III.C.2.f. Envelopes

III.C.2.g. Form letters (Letters which have blank spaces for additional entry of data, except for such things as name or date.)

III.C.2.h. Mailing labels

III.C.2.i. Letterheads

III.C.2.j. Sheets in sets

III.C.2.k. Those purchased from vendors as well as those reproduced internally by office duplicating equipment

III.C.3. Forms do not include documents created to fulfill an administrative function within a unit, such as an in-house route slip or a personalized fax cover.

III.D. Publications – all formats of media, including microfilms, recordings, and other printed material paid for in whole or in part by funds appropriated by the General Assembly or issued at the request of a state agency, except for correspondence, interoffice memoranda, and confidential publications. This may include, but is not limited to:

III.D.1. Annual reports

III.D.2. Bulletins/circulars

- III.D.3. Handbooks/manuals
- III.D.4. Laws/rules/decisions
- III.D.5. Maps/charts
- III.D.6. Newsletters
- III.D.7. Pamphlets/brochures/fact sheets
- III.D.8. Press releases issued by Constitutional Officers
- III.D.9. Technical/research/statistical reports

IV. RESPONSIBILITIES

- IV.A. Division Forms Coordinators are responsible for ensuring that an ISP Printing and Graphics Request, form ISP 2-296, is submitted to the Agency Forms Coordinator for all provided services, including graphics, printing, bindery, forms for submission to the ISP Document Library, publications for submission to the Illinois Documents Depository Program, and/or any additional requested services.
- IV.B. The Agency Forms Coordinator is responsible for coordinating ISP Printing and Graphics Requests through CMS Graphics and the Illinois Department of Transportation (IDOT) print shop.

V. PROCEDURES

- V.A. Any new draft sketch forms created, or any needed or required changes to an already existing and approved form, will not be used until the Agency Forms Coordinator has reviewed and approved the form.
- V.B. The Division Forms Coordinator, additional division personnel, as well as consulting personnel from other divisions when appropriate, will analyze and review newly drafted and revised forms.
- V.C. Coordination of forms control requires all requests for forms, including graphics, printing, bindery, forms for submission to the ISP Document Library, publications for submission to the Illinois Documents Depository Program, and/or any additional requested services, either externally or internally, be submitted through the Division Forms Coordinator and processed by the Agency Forms Coordinator.
 - V.C.1. The Division Forms Coordinator must submit all requests, including newly drafted, sketched, or already existing and approved forms needing revised, with an ISP Printing and Graphics Request, form ISP 2-296, to the Agency Forms Coordinator for review, analysis and/or assigning an ISP form number. The submission may be in either an electronic or paper format.
 - V.C.2. An ISP Printing and Graphics Request, form ISP 2-296, must be submitted by the Division Forms Coordinator to the Agency Forms Coordinator for all provided services, including graphics, printing, bindery, forms for submission to the ISP Document Library, publications for submission to the Illinois Documents Depository Program, and/or any additional requested services.
 - V.C.3. The Division Forms Coordinator must indicate whether a request is a publication on the Printing and Graphics Request, form ISP 2-296.

NOTE: Completion instructions for the ISP Printing and Graphics Request, form ISP 2-296, are located on the second and third page of the form. Additionally, the Agency Forms Coordinator must be contacted for all time-sensitive requests.

NOTE: The Agency Forms Coordinator will notify the Division Forms Coordinator when forms are updated or approved so the Division Forms Coordinator can notify the appropriate work unit(s) of the changes. It is imperative that the Agency Forms Coordinator and the Division Forms Coordinator(s) maintain communication regarding form changes or deletions.

- V.D. A large distribution message to the appropriate division and/or work unit will be sent out at the direction of the Division Forms Coordinator once the newly drafted and/or revised forms have been approved and authorized for use.
- V.E. The Division Forms Coordinator responsible for implementing the new or revised form will reasonably ensure that electronic use of all previous versions of the form is discontinued, and that any existing printed copies of the previous versions are collected and destroyed to prevent further use.
- V.F. Printed material (e.g., brochures, flyers, educational type of materials) distributed to the public
 - V.F.1. Any educational material printed by the Department that will be distributed to the public must comply with the State of Illinois Branding Guidelines and include the following information:
 - V.F.1.a. Statement, "Printed by authority of the State of Illinois"
 - V.F.1.b. Month and year the item was approved for printing
 - V.F.1.c. Website address of the ISP and the State of Illinois
 - V.F.1.d. Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) logo
 - V.F.1.e. State seal
 - V.F.1.f. Number of copies printed
 - V.F.1.g. ISP form number
 - V.F.2. The Agency Forms Coordinator must complete a packing sheet for the Illinois Document Depository Program and will coordinate delivery of:
 - V.F.2.a. Forty-two printed copies to the Illinois Document Depository Program
 - V.F.2.b. Twenty-six printed copies of those required for submission to the General Assembly for the State Government Report Distribution Center
 - V.F.2.c. Deposit publications in the Electronic Documents of Illinois (EDI) for the Illinois State Library
 - V.F.2.d. One electronic copy to the Logistics Bureau, DJS, for inclusion in the ISP Document Library

Indicates new or revised items.

-End of Directive-