

ILLINOIS STATE POLICE DIRECTIVE ADM-104, FORMS MANAGEMENT

RESCINDS: ADM-104, 2010-049, revised 06-04-2010.	REVISED: 08-31-2015 2015-058
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: 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 ISP Central Printing Section, Logistics Bureau, Division of Administration, who serves as the Agency Forms Coordinator and works with each Division Forms Coordinator to ensure:

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

III.A.2. All ISP Central Printing Section Services Requests are completed correctly.

III.B. Division Forms Coordinator - an individual appointed by each Colonel to work with Division personnel to ensure all forms being used in his/her 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 personalized fax cover.

IV. PROCEDURES

IV.A. Any new draft sketch forms created or any needed/required changes to an already existing and approved form will not be used until the Agency Forms Coordinator has reviewed and approved the form.

IV.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.

- IV.C. Coordination of forms control requires all requests for forms including graphics, printing, bindery, forms for submission to the ISP Document Library, and/or any additional requested services, either externally or internally, be submitted through the Division Forms Coordinator and processed by the Agency Forms Coordinator.
- IV.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 Central Printing Section Services Request, form ISP 2-296 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>), 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.
- IV.C.2. An ISP Central Printing Section Services Request must be submitted for all provided services including graphics, printing, bindery, forms for submission to the ISP Document Library, and/or any additional requested services.
- NOTE:** Completion instructions for the ISP Central Printing Section Services Request are located on the back of the form. In addition, the ISP Central Printing Section must be contacted for all time-sensitive requests.
- NOTE:** The Agency Forms Coordinator will notify the Division Forms Coordinator when forms are updated/approved in order for the Division Forms Coordinator to notify the appropriate work unit(s) of the changes. It is imperative that the Agency Forms Coordinator and the Division Forms Coordinator(s) are in communication to discuss form changes or deletions.
- IV.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.
- IV.E. The Division Forms Coordinator implementing the new or revised form will reasonably ensure all prior versions of the form are destroyed and/or no longer utilized.
- IV.F. Printed material (e.g., brochures, flyers, educational type of materials) distributed to the public
- IV.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:
- IV.F.1.a. The statement, "Printed by authority of the state of Illinois"
 - IV.F.1.b. The statement, "ISP Central Printing Section"
 - IV.F.1.c. The month/year the item was approved for printing
 - IV.F.1.d. The web page address of the ISP and the state of Illinois
 - IV.F.1.e. The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) logo
 - IV.F.1.f. The state seal
 - IV.F.1.g. The number of copies printed
 - IV.F.1.h. The ISP form number
 - IV.F.1.i. The recycled logo
 - IV.F.1.j. The statement, "Printed on recycled paper"
- IV.F.2. The Agency Forms Coordinator must complete a packing sheet for the Illinois Document Depository Program. The Agency Forms Coordinator will coordinate delivery of:
- IV.F.2.a. Forty-two copies to the Illinois Document Depository Program
 - IV.F.2.b. Twenty-six copies for those required to be submitted to the General Assembly for the State Government Report Distribution Center
 - IV.F.2.c. Deposit publications in the Electronic Documents of Illinois (EDI) for the Illinois State Library

IV.F.2.d. One electronic copy to the Information Services Bureau, the Division of Administration, for inclusion in the ISP Document Library

| Indicates new or revised items.

-End of Directive-