

**ILLINOIS STATE POLICE DIRECTIVE  
ADM-112, INTERNAL INFORMATION DISSEMINATION**

<b>RESCINDS:</b> ADM-112, 2012-017, revised 03-20-2012.	<b>REVISED:</b> 09-08-2017 <b>2017-051</b>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS:</b> 12.1.4, 33.5.2, 41.1.2, 41.1.3

I. POLICY

The Illinois State Police (ISP) will use various and diverse methods to disseminate information to employees.

II. PROCEDURES

II.A. To help foster communications, a free flow of information will exist within the Department.

II.B. The Department will disseminate information to employees of the Department by, but not limited to, the following methods:

II.B.1. Code in-service briefings

II.B.2. Command meetings

II.B.3. Commanding Operational Policing Strategies (COPS)

II.B.4. Directives distributed via automated systems

II.B.5. E-mail notes/messages

II.B.6. General Orders

II.B.7. Illinois Wireless Information Network (IWIN) messages

II.B.8. ISP Intranet

II.B.9. Law Enforcement Agencies Data System (LEADS) administrative messages

II.B.10. Memoranda/letters/special mailings

II.B.11. Newsletters

II.B.12. Shift summary/briefings messages

II.B.13. Zone/District/Bureau/Laboratory staff meetings

II.C. Commanders/managers/supervisors are responsible for ensuring appropriate dissemination methods are used.

**-End of Directive-**