

## ILLINOIS STATE POLICE DIRECTIVE ENF-043, HIREBACK ACTIVITY

<b>RESCINDS:</b> ENF-043, 2011-059, revised 08-24-2011.	<b>REVISED:</b> 12-02-2014 <b>2014-101</b>
<b>RELATED DOCUMENTS:</b> PER-061, Collective Bargaining Agreements	<b>RELATED CALEA STANDARDS:</b> None

### I. POLICY

The Illinois State Police (ISP) will provide minimum performance standards for officers working hireback details.

### II. DEFINITIONS

II.A. Hireback - all hours of work, in one-half hour increments, paid by funds provided by an agreement between the ISP and another entity, using off-duty officers.

II.B. Minimum performance standards - the standards as indicated in the program agreements and published in the program goals and objectives.

### III. PROCEDURES

#### III.A. Hireback availability

III.A.1. Districts/Zones will consider officers available or unavailable for hireback using the criteria outlined in the RC-164, S-RC-120, and S-RC-018 collective bargaining agreements.

III.A.2. At the discretion of the District/Zone Commander, or their designee, the District/Zone may adjust officers' work hours in accordance with the appropriate collective bargaining agreement to allow hireback participation.

#### III.B. Performance standards

III.B.1. The District/Zone Hireback Coordinator will monitor the performance levels of officers after each hireback detail to determine if activity levels meet the established minimum standards.

III.B.2. Review of performance levels for each hireback program will be conducted after each 15 hours of activity.

III.B.3. Obligated time, other than enforcement specific to the detail and/or extenuating circumstances, will be considered prior to any action concerning hireback eligibility. Officers should document any special circumstances on the Illinois State Police Hireback Variance Sheet, form ISP 2-602 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>), or respective hireback activity report and make the Hireback Coordinator aware of the situation(s).

III.B.4. The totality of the officer's enforcement activity will be considered. Consideration will be given, for example, if an officer exceeded the driving under the influence (DUI) standards but did not meet the alcohol-related standards.

III.B.5. Failure to meet the standards, without sufficient justification as provided in paragraphs III.B.3. and III.B.4., will result in the following:

III.B.5.a. When an officer fails to meet the minimum performance standards for any hireback program, the officer will receive counseling from his/her supervisor.

III.B.5.a.1) A Personnel Counseling Record, form ISP 2-183 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>), will be completed.

III.B.5.a.2) The Personnel Counseling Record will state that failure to attain minimum standards for any hireback program any time within two years from the date of counseling will result in the officer being

ineligible for all hireback details for a period of 25 hours of hireback time.

- III.B.5.b. After being counseled, an officer failing to meet the minimum standards in any hireback program within two years from date of the counseling will be ineligible for all hireback details for a period of 25 hours of hireback time. A notation will be made on the scheduled overtime list charging the officer with the next 25 hours of hireback overtime.
- III.B.5.c. An officer failing to meet the minimum standards within two years from the date the officer was determined to be ineligible for 25 hours of hireback overtime will be ineligible for all hireback details for a period of 50 hours of hireback overtime.
  - III.B.5.c.1) A notation will be made on the scheduled overtime list charging the officer with the next 50 hours of hireback overtime.
  - III.B.5.c.2) Each subsequent failure within two years of last disqualification will result in a disqualification for a period of 25 hours greater than the last disqualification.
- III.B.5.d. If an officer maintains a level of activity meeting or exceeding the standards in all programs for a period of two years, the records of ineligibility will be removed from the officer's work location file (see ISP directive PER-061, "Employee Files").
- III.B.6. Nothing in this directive will prohibit or prevent a supervisor from requiring a written memorandum of explanation from any officer not achieving minimum performance standards at the conclusion of a hireback detail.

| Indicates new or revised items.

**-End of Directive-**