

ILLINOIS STATE POLICE DIRECTIVE OPS-005, OPERATIONS REGULATIONS

RESCINDS: OPS-005, 2012-050, revised 07-10-2012	REVISED: 01-14-2016 2016-005
RELATED DOCUMENTS: PER-025, PER-031, PER-049, ROC-002	RELATED CALEA STANDARDS: 11.2.1, 11.3.1, 12.1.2, 12.1.4, 22.3.1, 25.1.1, 26.1.1, 42.1.1, 52.1.1, 52.2.1, 81.2.5

I. POLICY

The Illinois State Police (ISP) will establish uniform regulations governing its personnel.

II. REGULATIONS

- II.A. Officers, except when taking authorized time off, will normally work a minimum of 40 hours per week (see ISP directive PER-025, "Timekeeping").
- II.A.1. Regular days off or other authorized time off may be granted or rescheduled at the discretion of the appropriate supervisor, pursuant to guidelines established in the applicable collective bargaining agreement.
- II.A.2. The required hours for a regular tour of duty may be increased or decreased as prescribed by the appropriate Colonel and/or pursuant to guidelines established in the applicable collective bargaining agreement.
- II.A.3. Officers will schedule authorized time off, except for personal illness or injury, through the supervisory process, and the appropriate supervisor, in accordance with guidelines established in the applicable collective bargaining agreement, may postpone the time off.
- II.A.4. Officers who are unable to report for duty because of sickness or injury will notify their immediate supervisor at least one hour before the beginning of their tour of duty.
- II.A.5. Officers are subject to call to duty at all times unless otherwise in an official status that renders them unable to respond.
- II.B. General authority within the Department will be commensurate with rank as identified in the chain-of-command. Employees, unless otherwise directed, will forward through the chain-of-command all official communications.
- II.B.1. When two or more personnel from the same division and of equal rank are on duty together, the senior officer in years of rank will assume command unless otherwise ordered by a superior officer. If the officers are from different divisions, the same is still true unless one holds a particular expertise or has a particular enforcement responsibility in the work that they are about to undertake. In such instances, it is appropriate for the expertise, or special responsibility holder, to be in charge.
- II.B.2. Officers assigned responsibility for an operation, or a segment of an operation, within the Department will have functional authority over participating personnel, regardless of rank.
- II.B.3. The Department expects all supervisors in the chain-of-command to delegate their authority to other department personnel to ensure that, at every level in the Department, decisions can be made that are necessary for effective and efficient operation.
- II.B.4. All officers who act with authority delegated to them by their immediate supervisor will receive the full support of the Department. They must also recognize that they are fully accountable for the use of that authority, as well as failure to use it.
- II.C. Officers who feel aggrieved because of their assignment, treatment, or orders will attempt to resolve such grievance, through channels, within their assigned work location (see ISP directive PER-031, "Grievance Procedures"). Communications so forwarded will be an exception to section II.B. The grievance procedure set out in the applicable collective bargaining agreement is available to all officers covered by that contract.

- II.C.1. Complaints about employee conduct will immediately be referred to the respective Commander or Bureau Chief in a written report.
- II.C.2. The Commander/Bureau Chief, or his/her designee, will personally investigate all complaints about the conduct of personnel assigned to that command.
- II.D. The Department may consider:
 - II.D.1. Evidence of the inability of officers to operate a motor vehicle properly as grounds for disciplinary action or dismissal, depending on the cause.
 - II.D.2. Evidence of physical inability to perform the duties of an ISP officer as grounds for disciplinary action or dismissal. The Department may require officers to submit to a physical examination by a physician selected and paid by the Department.
 - II.D.3. Inability or inefficiency in service as grounds for disciplinary action or dismissal.
- II.E. Facility operations
 - II.E.1. Unless staffing constraints will not permit, an officer will be readily accessible at each district headquarters at all times.
 - II.E.2. Other department offices will be open and staffed during normal working hours.
 - II.E.3. An investigations command officer will be available through each district during off-duty hours, to include holidays and weekends. The appropriate Shift Commander will be advised of the names of the assigned investigative officers, their respective times of assignment, and the number(s) of his/her telecommunication device(s).
 - II.E.4. The Region Commander or Colonel must approve any alterations of facility hours.
 - II.E.5. Prompt attention will be given to every person visiting any department facility.
 - II.E.6. In department facilities, no person will be permitted to sell goods or canvas/solicit for any purpose without the permission of the appropriate Commander (see ISP directive PER-049, "Solicitation of Employees").
 - II.E.7. Off-duty officers advised of an incident that may require immediate police assistance will notify the appropriate district headquarters of the location and circumstances of the incident and take additional action as necessary.
 - II.E.8. Each District Commander, or his/her designee, will contact the Springfield Command Center in the event they need to call-out/contact the following departmental resources:
 - II.E.8.a. Aircraft Operations
 - II.E.8.b. Crash Reconstruction Officers
 - II.E.8.c. Crime Scene Services Command
 - II.E.8.d. Evidence Vault Custodian
 - II.E.8.e. Juvenile Officers
 - II.E.8.f. On-call Investigations/Command
 - II.E.8.g. Regional and District Command Staff
 - II.E.8.h. Commercial Vehicle Enforcement Officer
 - II.E.8.i. Special Weapons and Tactics Team (SWAT)
 - II.E.8.j. Weapons of Mass Destruction Team
 - II.E.9. Each district will maintain a reference book containing General Orders and make this reference book available to all personnel.

- II.F. Personnel photographing any incident for police business will not disseminate such photographs to any person outside the ISP without the approval of their Commander. These restrictions do not apply to photographs subpoenaed by a court or given to a prosecutor as an aid in prosecution.

| Indicates new or revised items.

-End of Directive-