

## ILLINOIS STATE POLICE DIRECTIVE OPS-010, SIGNIFICANT/UNUSUAL INCIDENT NOTIFICATION

<b>RESCINDS:</b> OPS-010, 2014-089, revised 11-03-2014.	<b>REVISED:</b> 03-28-2016 <b>2016-017</b>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS:</b> 1.3.6, 1.3.7, 11.4.1, 11.4.5, 12.1.4, 41.1.2, 43.1.1, 46.1.4, 46.1.5, 46.1.9, 46.2.7, 52.2.2, 70.1.7

### I. POLICY

The Illinois State Police (ISP) will identify and report significant or unusual incidents to command personnel.

### II. PROCEDURES

II.A. Any significant or unusual incident(s) must be reported as soon as practical. Incidents include, but are not limited to, the following:

- II.A.1. Raids (post conclusion)
- II.A.2. Deaths of sworn, code, or retired personnel, or their immediate families
- II.A.3. Shooting and incidents involving firearms - sniper, sworn officer(s)' discharge of firearms, or shooting incidents involving ISP employees or facilities. When an animal is destroyed in accordance with ISP directive ORD-001, "Authorized Defensive Weapons," the Springfield Communications Center (SCC) need not be notified (as indicated in II.B. below).
- II.A.4. Serious injury or illness of ISP personnel
- II.A.5. Personnel relieved of duty and returned to duty
- II.A.6. State-owned equipment of a significant value (\$100 or greater) and real property - vandalism, crashes, major damage to, missing, lost, or stolen
- II.A.7. Hazardous material(s) leak or spill
- II.A.8. Battery or documented serious threat to ISP personnel or Very Important Persons (VIPs)
- II.A.9. Major crimes occurring within ISP jurisdiction
- II.A.10. Strikes, labor problems, large gatherings of crowds for rallies, or demonstrations
- II.A.11. Bombings or bombing threats
- II.A.12. Disasters - weather, train derailments/incidents, aircraft crashes/incidents, explosions, fires, school bus, or commercial bus crashes in which there are fatalities or serious injuries
- II.A.13. Hostage/barricaded subject
- II.A.14. Major seizure of currency, drugs, and/or contraband (either by raid or other incident) when it would not compromise further investigations
- II.A.15. Any incident:
  - II.A.15.a. Where there may be a question as to the Agency's liability
  - II.A.15.b. That results in heightened community interest
  - II.A.15.c. That may expose the ISP to critical media coverage

**NOTE:** Each division may create an internal notification protocol to further define and set thresholds regarding II.A.1 – II.A.15 in order to provide further guidance and reference to officers within their division.

**II.B. General reporting requirements**

- II.B.1. The SCC will serve as the dissemination point for the original Law Enforcement Agencies Data System (LEADS) message of significant or unusual incidents to the appropriate units within the ISP, as well as authorized outside agencies.
  - II.B.1.a. The SCC will forward the collected data in a timely manner via the LEADS terminal to LEADS address "LYB."
  - II.B.1.b. Those entities not serviced by a LEADS terminal will provide notification to the SCC by telephone (217/786-6677) or by e-mail to D50CCB.
  - II.B.1.c. The SCC will provide notification using the appropriate LEADS or NLETS Administrative Message Format.
  - II.B.1.d. Unless provided by other established reporting procedures, each Division will determine what incidents, under their supervision, require a LEADS message.
  - II.B.1.e. The reporting of such information to the SCC does not relieve ISP personnel of the responsibility of any other established incident reporting procedures within the Department or their Division.
  - II.B.1.f. As determined by each Division, e-mail or telephonic notifications may be used to satisfy the reporting requirements of this directive.
  - II.B.1.g. Reporting incidents as required by this directive does not relieve ISP personnel of any responsibility required by other ISP directives.
- II.B.2. Each division may establish its own reporting protocol in addition to the requirements of this directive.

**II.C. DOO reporting requirements**

- II.C.1. Prior to notifying the SCC, either the District Shift Commander, incident commander or the District Call Taker receiving the information will notify the District, Zone or Work Unit Commander.
  - II.C.1.a. Once the appropriate commander has been notified, and if deemed appropriate, the message will be sent to the SCC.
  - II.C.1.b. The name(s) of the person(s) notified and the date and time of the notification(s) will be included in the message.
- II.C.2. If deemed necessary, each level of command will notify the next higher level of command (up to and including the Colonel notifying the First Deputy Director).

**II.D. All other divisions reporting requirements**

- II.D.1. It is the responsibility of the designated person to make the appropriate notifications according to their established division protocols.
- II.D.2. The SCC, if required, will make e-mail notifications to the appropriate mailboxes, if directed by command.

**II.E. Information exemptions**

Colonels may exempt certain types of information from these reporting requirements, such as covert investigations and matters of a confidential nature.

**II.F. Reporting to other agencies**

- II.F.1. The Division in charge of the incident has the responsibility of making notification to other state and federal agencies (i.e., Illinois Emergency Management Agency) regarding various incidents. ISP personnel should report significant incidents that come to their attention even though there may be no direct involvement by ISP personnel.

| II.F.2. Notification to the Director of Public Safety and the General Counsel to the Governor shall be made promptly by the Director, or their designee, for incidents including, but not limited to, officer involved shootings, major crimes which will likely generate public and/or media attention, crowd control incidents, hostage situations, and any incident where there may be a question of the Agency's liability or which may result in heightened community interest or media attention. Notification shall be made by telephone and/or email.

| II.F.3. Work units must still comply with paragraph II.C.

| Indicates new or revised items.

**-End of Directive-**