

ILLINOIS STATE POLICE DIRECTIVE OPS-100, CONTINUITY OF OPERATIONS

RESCINDS: New Directive	REVISED: 06-24-2022 2022-185
RELATED DOCUMENTS:	RELATED CALEA STANDARDS (6th Edition):

I. POLICY

The Illinois State Police (ISP) will develop protocols and maintain a Continuity of Operations (COOP) Plan to ensure continuation of essential functions under all threats and conditions.

The COOP Plan will identify Agency critical functions including, but not limited to: mission essential functions, orders of succession and delegations of authority, alternate facilities and communications, human capital allocation and vital record retention, etc. and provide a pre-planned response protocol in accordance with accepted best practices.

The COOP Plan shall be designated and maintained as sensitive and confidential documents.

II. AUTHORITY

II.A. Illinois Emergency Operations Plan, Annex 2 - Continuity of Operations, Illinois Emergency Management Agency, October 2021

II.B. National Continuity Policy Implementation Plan, Homeland Security Council, August 2007

II.C. National Security Presidential Directive 51/Homeland Security Presidential Directive 20, May 4, 2007

III. DEFINITIONS

Continuity of Operations (COOP) Plan – A COOP Plan, as defined in the *National Continuity Policy Implementation Plan and the National Security Presidential Directive 51/Homeland Security Presidential Directive 20*, is a document created in an effort to ensure that Primary Mission-Essential Functions continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies. The COOP Plan is developed through internal processes to ensure the capability exists to continue essential functions and services in response to a comprehensive array of potential emergencies or disasters.

IV. RESPONSIBILITIES

IV.A. The Chief of the ISP Office of Strategic Planning, Office of the Director, will:

IV.A.1. Maintain the ISP COOP Plans.

IV.A.1.a. All COOP Plans will be reviewed annually.

IV.A.1.b. Specific personnel information will be updated quarterly.

IV.A.1.c. The specific requirements for updating and reviewing COOP Plans will be identified in the Primary COOP Plan. The requirements will at a minimum include:

IV.A.1.c.1) Positions responsible for reviewing all COOP Plans.

IV.A.1.c.2) A schedule for COOP Plan reviews.

IV.A.2. Develop and conduct Table-top and/or Full-scale exercises to test the COOP Plans annually.

IV.A.3. Assist the Division of the Academy and Training (DAT) with the development of training related to COOP Plans.

IV.B. Unit Commanders will ensure that personnel under their command have completed assigned training related to COOP Plans.

V. PROCEDURES

The ISP COOP Plan will:

V.A. Address the following elements:

- V.A.1. Mission Essential Functions;
- V.A.2. Orders of succession;
- V.A.3. Delegations of authority;
- V.A.4. Essential positions;
- V.A.5. Continuity facilities and resources;
- V.A.6. Continuity of communications;
- V.A.7. Essential records;
- V.A.8. Tests, training, and exercises;
- V.A.9. Reconstitution.

V.B. Consist of:

- V.B.1. A primary plan containing the above elements with generalized department-wide concepts of operations.
- V.B.2. Annex plans that are ISP Division-specific.

-End of Directive-