

ILLINOIS STATE POLICE DIRECTIVE ORG-001, ASSIGNING ACTING COMMAND

RESCINDS: ORG-001, 2022-031, revised 02-02-2022.	REVISED: 01-03-2023 2023-100
RELATED DOCUMENTS: ORG-004	RELATED CALEA STANDARDS (6th Edition): 11.3.1, 12.1.2, 41.1.1

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Provide adequate and continuous leadership.
- I.B. Delegate the proper authority to those in acting or temporary assignments.

II. PROCEDURES

II.A. When the incumbent of a command position will be unavailable to perform his/her official duties for whatever reason, the incumbent will select the subordinate who will perform the incumbent's duties during the incumbent's absence, unless otherwise directed by the incumbent's Deputy Director.

II.A.1. Such assignment will be based upon the requirements of the position and the qualifications of those persons reasonably available to perform the work.

II.A.2. The assigned individual and subsequently affected personnel will be notified in a timely manner by whatever means of communication necessary to ensure adequate notice.

II.A.3. Notification of the assignment will include the following information:

II.A.3.a. Name, rank, title, and location/telephone number of the individual assigned to the acting or temporary position.

II.A.3.b. Beginning and ending dates and times of the assignment. (If the information is not completely available at the time of assignment, an estimate of the pertinent information will be provided.)

II.A.3.c. Any special limitation(s) imposed on the acting or temporary authority of the assigned individual.

II.B. The following individuals will make notification when an individual is temporarily assigned to act for them:

II.B.1. Deputy Directors will notify:

II.B.1.a. The Director

II.B.1.b. The First Deputy Director

II.B.1.c. The Chief of Staff

II.B.1.d. Other Deputy Directors

II.B.1.e. All Assistant Deputy Directors in their Division

II.B.1.f. Regional Commanders/Majors (DOP and DCI only)

II.B.1.g. The Springfield Communications Center (SCC)

II.B.2. Assistant Deputy Directors will notify:

II.B.2.a. Their respective Deputy Director

II.B.2.b. Immediate subordinates

II.B.2.c. The SCC

II.B.3. Regional Commanders/Majors and Bureau Chiefs/Lab Directors/Commanders will notify:

II.B.3.a. Their respective Commander and/or Assistant Deputy Director

II.B.3.b. Subordinates to the level of Unit Supervisor

II.B.3.c. The SCC

II.B.3.d. The communications center(s) for their region(s)

- | II.B.4. Troop/Zone Commanders will notify:
 - II.B.4.a. Their Regional Commander
 - | II.B.4.b. The Troop Zone Commanders of the area their command serves
 - II.B.4.c. Subordinates to the level of Master Sergeant
 - II.B.4.d. The SCC
 - II.B.4.e. The communications center(s) for their region(s)

- II.B.5. Section and Unit Supervisors will notify:
 - II.B.5.a. Their respective immediate Supervisors
 - II.B.5.b. Subordinate personnel

- II.C. A Deputy Director may require other positions or personnel to fulfill similar requirements in their absence and will establish proper procedures for those notifications.

- II.D. In the event that an incumbent is unable to make an assignment due to unusual or special circumstances, the incumbent's immediate Supervisor will make the assignment and subsequent notifications.

| Indicates new or revised items.

-End of Directive-