

## ILLINOIS STATE POLICE DIRECTIVE PER-010, RESIDENCY REQUIREMENTS

<b>RESCINDS:</b> PER-010, 2021-024, revised 10-19-2021.	<b>REVISED:</b> 01-03-2023 <b>2023-104</b>
<b>RELATED DOCUMENTS:</b> Collective Bargaining Agreements; PER-037	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> None

### I. POLICY

The Illinois State Police (ISP) will

- I.A. Make assignments based upon the operational needs of the Department.
- I.B. Establish guidelines for the residency of officers based on the geographic area of assignment.
- I.C. Define a process which governs officer residency in line with applicable collective bargaining agreements and the best interests of the Department to provide efficient and effective services to the citizens and visitors of Illinois.

### II. PROCEDURES

- II.A. With prior approval of the Region Commander, Troop/Zone Commanders will ensure plans are in place that divide their respective Troop/Zone into no more than four areas.
- II.B. There will be no residency requirements for Lieutenants or Captains as long as their place of residence does not affect the operation of their unit.
- II.C. For the most efficient and effective operation of the Department, officers with the rank of Trooper through Master Sergeant are preferred to reside within their assigned Troop/Zone/Work Unit boundaries and within a geographical location that best serves the operational needs of that Troop/Zone/Work Unit as determined through the respective Commander's discretion. Residency exemptions to the Department and/or Commander's preferred geographical location will be considered by the appropriate Deputy Director.
- II.D. Troopers, Special Agents, and Sergeants
  - II.D.1. Upon assignment to a Troop/Zone, Troopers, Special Agents, and Sergeants will be permitted to make a residency request, which shall be granted subject to the following conditions:
    - II.D.1.a. It does not materially impair the Department's operational needs. The Department's operational needs will be the primary consideration. The Department will judge whether the request is consistent with the operational needs of the Department, considering, among other things, such factors as distance to the officer's assignment, response times, and the geographical distribution of officers in the same area of assignment; and
    - II.D.1.b. If the request is outside of the Troop/Zone, then the residence shall be within 30 minutes or less travel time to the closest work unit border.
      - II.D.1.b.1) To determine travel time to the nearest work unit border, the Department will utilize Google Maps (or a mutually agreed upon alternative commercial mapping program) to calculate the time of travel using existing roadways. The Department will check the travel time on Google Maps or other approved mapping program at a time when there are no traffic obstructions and traffic is flowing freely. The Department will ensure that the procedure used to calculate travel time is applied consistently across all work units.
      - II.D.1.b.2) If there is a challenge on the accuracy of the time of travel, the respective union and the ISP Office of Labor Relations and Special

Projects will make the final determination on the official time of travel.

- II.D.2. An officer who resides outside the geographical boundaries of the Troop/Zone will travel on their own time to the boundary of the work unit.
  - II.D.3. If a residency request is denied by the Department, a written explanation will be provided as to the specific material impairment for the denial.
  - II.D.4. Requests to live outside the geographic boundaries of the work unit shall be approved in order of date of submission of the request, and then by seniority, if required.
  - II.D.5. The work unit shall retain a list of all denied residency requests. Previously denied residency requests to the same general area will have priority and be approved prior to new Voluntary Transfers and Probationary Trooper Academy Assignments to the same general area.
- II.E. Master Sergeants
- II.E.1. There will be no residency requirements for Master Sergeants as long as their place of residence does not impair the operations of their unit, with the following exceptions:
    - II.E.1.a. Master Sergeants assigned to a Patrol Troop (including SET and excluding Administrative Officers, Investigations Supervisors, and Master Sergeants assigned full-time positions to include: VIB Supervisors, Evidence Vault Supervisors, CVEO Supervisor, Special Projects Officers, Desk Officers, and Overtime Officers) must live either within the Patrol Troop or outside the Patrol Troop within 30 minutes travel time to the closest Troop border.
      - II.E.1.a.1) Travel time determinations will be subject to the same guidelines outlined in II.D.1.b.(1). and II.D.1.b.(2). above.
  - II.E.2. Patrol and SET Master Sergeants who reside outside the geographic boundaries of their Troop will travel on their own time to and from their assignment.
- II.F. Probationary Troopers from the Academy
- Probationary Troopers who wish to make a residency request after receiving their Troop assignments shall submit a request to the respective Troop Commander through the current process in place via their Academy Chain of Command. The process for approving the request shall follow the procedures outlined in II.D. above as well as in the applicable collective bargaining agreement.
- II.G. Transfers
- II.G.1. If an officer has submitted a Voluntary Transfer Request and is offered the transfer, they will be advised of the residency exemption process. If an officer wishes to submit a residency exemption request in conjunction with the transfer, it must be submitted within one business day of the transfer being offered.
  - II.G.2. If a residency exemption is requested by the officer at the time of the transfer offer, the officer will be advised if the exemption is approved or denied within two business days of the request being submitted.
  - II.G.3. If a residency exemption is granted, the procedures outlined in II.D. above will apply. In addition, the appropriate collective bargaining agreement should be reviewed for any further parameters related to residency exemptions with transfers
- II.H. On receiving notice of an officer with the rank of Trooper through Master Sergeant being transferred or assigned to the Troop/Zone, the Troop/Zone Commander will inform the officer of which area within the Troop/Zone the officer will be preferred to reside. The officer will notify the Troop/Zone Commander of

their preferred living location, and procedures outlined in II.D. above shall be followed to determine where the officer will reside, notwithstanding any prior approved residency exemption for the officer.

II.H.1. If an officer owns a home or property within the assigned Troop/Zone prior to the assignment, the officer will be permitted to reside at that location.

II.H.2. Officers who are assigned to Troop 15 are required to reside within 20 miles of the Illinois Toll Road that the ISP has the responsibility for patrolling.

II.I. Officers who were/are approved to live outside of the Troop/Zone will be allowed to accept other lateral positions within the Troop/Zone of assignment, including competing for posted promotional opportunities without being required to relocate within the Troop/Zone.

II.J. Officers who wish to compete for a posted position but live outside of the Troop/Zone will advise the Troop/Zone Commander of where they reside or where they intend to reside if they are selected for the position. If selected for the position, the procedures outlined in II.D. above will be followed.

II.K. Officers who are assigned or apply for a non-Troop/Zone position must live within a distance acceptable to the respective Commander but in accordance with the residency exemption procedures outlined above.

II.L. Officers who change residences while remaining in their current work unit shall notify their supervisor of the new address for emergency contact purposes and to ensure the guidelines within this policy are adhered to.

II.M. In all cases of residency issues, the applicable collective bargaining agreement shall be consulted in addition to this policy.

**NOTE:** The Department may make exceptions to this policy based on the operational needs of the Department.

| Indicates new or revised items.

**-End of Directive-**