

**ILLINOIS STATE POLICE DIRECTIVE
PER-016, PROFESSIONAL AND FRATERNAL ORGANIZATIONS**

RESCINDS: PER-016, 2011-064, revised 09-12-2011	REVISED: 07-24-2014 2014-058
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will support employees' participation in law enforcement-related professional and fraternal organizations and regulate the payment of membership fees and/or annual dues.

II. DEFINITION

State or national offices - president, chair, vice-president, secretary, treasurer, auditor, sergeant-at-arms, parliamentarian, member of the executive board, convention delegate, and any other office recognized and authorized by the Department.

III. PROCEDURES

III.A. Employees seeking departmental payment of membership fees will submit the request and accompanying justification through the chain-of-command for a recommendation by the appropriate Colonel to the Director's Office. The ISP will use departmental funds, when available, to pay the membership fees and/or annual dues to professional organizations for employees.

III.B. The Director may require membership in an organization or attendance at seminars and conferences when the Director believes it to be beneficial to the Department.

III.B.1. When membership is required in such organizations, the Department will pay all related expenses incurred by that membership and allow for time-off to attend such seminars and conferences.

III.B.2. Individuals who became members of an organization due to enrollment in a class or seminar must provide, in writing through the chain-of-command to the Director's Office, justification for the Department's continued payment of membership dues or fees.

III.C. Employees serving in a state or national office in a law enforcement-related organization may request time off for functions related to the duties of that office. This will include, but is not limited to, national or state conventions, conferences, seminars, and regularly scheduled executive meetings.

III.C.1. Employees must submit, through the chain-of-command to the appropriate Colonel, time off requests for functions related to the duties of the office.

III.C.2. Bargaining unit employees granted time off for functions related to the duties of the office will not use department vehicles for transportation unless authorized by the Director or respective Colonel.

-End of Directive-