

**ILLINOIS STATE POLICE  
PER-034, WAGE DEDUCTION SUMMONSES AND ORDERS**

<b>RESCINDS:</b> PER-034, 2012-006, revised 01-09-2012.	<b>REVISED:</b> 12-02-2014 <b>2014-103</b>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS:</b> None

I. POLICY

The Illinois State Police (ISP) will promptly honor its legal responsibility concerning properly executed wage deduction summonses, deduction orders, and orders of withholding.

II. PROCEDURES

II.A. The central coordinator for the Department is the Payroll Section Manager located at the Public Safety Shared Services Center (PSSSC). The coordinator is designated to accept summonses (garnishments and tax levies) and orders on employees.

II.B. Service of summons or order

II.B.1. All summonses or orders issued regarding employees' wages may be served upon any supervisory employee or directly upon the Payroll Section Manager, PSSSC.

II.B.2. If received by anyone other than the Payroll Section Manager, PSSSC, the supervisor receiving the order will:

II.B.2.a. Note on the summons or order the date and time it was received.

II.B.2.b. Contact the Payroll Section Manager, PSSSC, immediately and provide the following information:

- II.B.2.b.1) Name of employee
- II.B.2.b.2) Total amount of judgment
- II.B.2.b.3) Judgment creditor name and address
- II.B.2.b.4) Date and time of receipt

II.B.2.c. Forward all copies of the document on the same day in a "confidential" envelope to:

Payroll Manager  
Public Safety Shared Services Center  
1301 Concordia Court  
P.O. Box 19277  
Springfield, IL 62794-9277

II.B.3. The Payroll Section Manager, PSSSC, will inform the employee of the receipt of the summons or order and provide the employee with a copy of the document.

II.C. Multiple Summonses

II.C.1. In some instances, the Department may be served with multiple wage deduction summonses or orders for the same employee.

II.C.2. These will be handled on an "as received" basis. The first summons received, as determined by the date and time recorded, will be honored in its entirety before subsequent deductions will be processed.

| Indicates new or revised items.

**-End of Directive-**