

**ILLINOIS STATE POLICE DIRECTIVE
PER-048, NON-ILLINOIS STATE POLICE SUPERVISED/DETACHED SERVICE
POSITIONS**

RESCINDS: PER-048, 2011-087, revised 12-13-2011.	REVISED: 05-05-2015 2015-028
RELATED DOCUMENTS: PER-005	RELATED CALEA STANDARDS: 11.3.2, 33.8.1, 33.8.2, 33.8.3, 34.1.1, 35.1.2, 35.1.4, 35.1.5

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Assign officers to non-ISP supervised/detached service positions in those instances where the Director deems the interests of both the ISP and the requesting agency are well served by placement of officers in such positions.
- I.B. Evaluate officers in non-ISP supervised/detached service positions by an ISP supervisor in accordance with ISP directive PER-005, "Integrated Strategic Performance." With recommendation and justification from the first ISP supervisor of equal or higher rank in their respective chain-of-command, such officers may be eligible for promotion without reassignment to ISP supervised positions.
- I.C. Review and determine, at least once every five years, whether the assignment of an officer in a non-ISP supervised/detached service position should continue.
- I.D. Reassign officers in non-ISP supervised/detached service positions to ISP supervised positions at any time when it is in the best interest of the Department to do so.

NOTE: This directive is applicable to sworn personnel only.

II. DEFINITION

Non-ISP supervised/detached service position – the full-time assignment of an ISP individual who is under the administration and/or operational direction of a non-ISP entity when so designated by the Director.

- II.A. The position must be shown on an ISP organization chart and will have a dotted line to the Division Headquarters indicating the incumbent has ISP supervisors only for the purpose of performance rating. For directions on rating the performance of this individual, refer to ISP directive PER-005.
- II.B. The incumbent may be on the ISP payroll or on an intergovernmental agreement, temporary assignment, or leave of absence.

Examples: Assignment to the Illinois Student Assistance Commission
 Assignment to federal law enforcement agencies (Federal Bureau of Investigation, Drug Enforcement Administration, United States Immigration and Customs Enforcement)
 Assignment to INTERPOL in Washington, D.C.
 Assignment to the Deputy Director of the Department of Corrections
 Assignment to the Director of Internal Investigations of the Department of Children and Family Services

III. RESPONSIBILITIES

- III.A. The Public Safety Shared Services Center (PSSSC) is responsible for personnel functions within the Department, including maintenance of records of personnel in non-ISP supervised/detached service positions.
- III.B. Each Colonel will remain cognizant of the time limitation status of personnel in non-ISP supervised/detached service assignments.

IV. PROCEDURES

IV.A. Each Colonel will:

IV.A.1. Document personnel transactions related to non-ISP supervised/detached service positions on an Officer Action Request, form ISP 2-94 (available from the ISP Document Library at <http://maphome/documentlibrary/>) and so notify the PSSSC of pertinent information before or at the time of the action, including:

- IV.A.1.a. Assignment to a non-ISP supervised/detached service position
- IV.A.1.b. Reassignment out of a non-ISP supervised/detached service position
- IV.A.1.c. Considering such personnel for promotion

IV.A.2. When needed, request exceptions to the time limitations in writing to the Director stating the reasons why the exception should be granted and any special conditions that should apply to the exception.

IV.B. Each Colonel, or his/her designee, with an officer serving in non-ISP supervised/detached service assignments will review those assignments at least once every five years to determine if continuing the assignment is in the best interest of the ISP and the officer.

| Indicates new or revised items.

-End of Directive-