

ILLINOIS STATE POLICE DIRECTIVE PER-101, PERSONNEL ACTION REQUEST (PAR) FORM

RESCINDS: PER-101, 2015-029, revised 05-05-2015.	REVISED: 02-28-2022 2022-099
RELATED DOCUMENTS: PER-025, PER-036, PER-037	RELATED CALEA STANDARDS (6th Edition): 22.1.2

I. POLICY

The Illinois State Police (ISP) will maintain accurate personnel records including the assignment, compensation, and discipline of code personnel.

II. PROCEDURES

II.A. Use the Personnel Action Request (PAR) form, ISP 2-039, to initiate all code employee personnel transactions at the work location.

II.B. Each division will maintain a system concerning PARs for personnel transactions within the Division.

II.B.1. Division procedures must include the following:

II.B.1.a. The originating supervisor will initiate Part A or B of the PAR.

II.B.1.b. For personnel actions involving suspension, return from suspension, discharge, or layoff, contact the Transaction Section, Office of Human Resources (OHR) prior to initiating the PAR.

II.B.1.c. Once signed by the appropriate employee and/or supervisor, and the necessary document(s) attached, the original PAR and document(s) will be forwarded through the chain-of-command to the OHR. If a fax copy is sent because of time constraints, it must be followed up with the original PAR.

II.B.2. Any PARs sent directly to the OHR without the necessary signatures and document(s) will automatically be returned to the originator unapproved.

II.C. Documentation required

II.C.1. The table on the back of the PAR lists requirements for any given transaction involving a code employee along with the minimum official documents and signatures that are required to effect that transaction.

II.C.2. The mandatory forms and signatures listed in the right column must accompany each request for a transaction appearing on the left column, or the transaction will not be processed until such forms and/or signatures are obtained.

II.C.3. When possible, all forms must be received by the OHR at least 15 working days before the desired effective date.

II.D. Signature

II.D.1. The employee, if applicable, must sign all PARs as well as the supervisor and command personnel.

II.D.2. On certain specific transactions it is mandatory that the employee sign his/her full legal signature. When the column on the back of the PAR form is marked, it is mandatory that he employee's signature appear on the form.

II.E. Request for Assistance

Employees may request assistance in preparing this form by contacting the OHR at (217) 782-2837, or by writing to:

Illinois State Police, OHR
801 South Seventh Street
Springfield, Illinois 62703-2487

| Indicates new or revised items.

-End of Directive-