

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

RESCINDS: PER-101, 2012-036, revised 05-08-2012.	REVISED: 05-05-2015 2015-029
RELATED DOCUMENTS: PER-025, PER-036, PER-037	RELATED CALEA STANDARDS: 22.2.1

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, (this form is available in the ISP Document Library at <http://maphome/documentlibrary>) 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, Public Safety Shared Services Center (PSSSC) 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 PSSSC. 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 PSSSC 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 PSSSC 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 the employee's signature appear on the form.

II.E. Request for Assistance

Employees may request assistance in preparing this form by contacting the PSSSC at (217) 557-6010, or by writing to:

Public Safety Shared Services Center (PSSSC)
1301 Concordia Court
Administration Building
Post Office Box 19277
Springfield, Illinois 62794-9277

| Indicates new or revised items.

-End of Directive-