

ILLINOIS STATE POLICE DIRECTIVE
SRV-204, LOCAL AREA NETWORK (LAN) AND WIDE AREA NETWORK (WAN)
ACCESS AND ADMINISTRATION

RESCINDS: SRV-204, 2020-006, revised 06-17-2020.	REVISED: 03-09-2022 2022-111
RELATED DOCUMENTS: SRV-216	RELATED CALEA STANDARDS (6th Edition): 11.4.4, 41.3.7, 82.1.6

I. POLICY

The Illinois State Police (ISP) will provide LAN access to all ISP users for conducting ISP or state of Illinois business.

II. DEFINITIONS

- II.A. Human Resources System (HRS) - a database used to track ISP users and their associated Personal Identification Numbers (PIDs) and user Identifications (IDs).
- II.B. Illinois Wireless Information Network (IWIN) - wireless network managed by the Department of Innovation and Technology (DoIT) and used by ISP and other Law Enforcement Agencies.
- II.C. Local Area Network (LAN) - an assortment of personal computers and servers connected together in order to access data; share common software, applications, and peripherals (printers, disk drives, etc.); and to communicate with each other.
- II.D. Email – the electronic messaging system used by ISP.
- II.E. Personal ID (PID) - number assigned to individual ISP employees.
- II.F. Resources Access Control Facility (RACF) - the product used to create user IDs for ISP mainframe access. The user ID and password combination is used to access DAYS and Law Enforcement Agencies Data Systems (LEADS).
- II.G. Virtual Private Network (VPN) - a secure and encrypted connection used to access the ISP network via the Internet.
- II.H. Wide Area Network (WAN) - a computer network spanning a relatively large geographical area and consisting of two or more LANs.
- II.I. Windows Active Directory – the database of user ID's that are used to log into computers on the ISP domain.

III. PROCEDURES

III.A. New Employees and Contractual Employees

- III.A.1. All users must be in active status in the ISP HRS before any user ID's are created. To get a user entered into HRS and in active status, a Personnel Action Request, form ISP 2-039, must be completed and processed by ISP Human Resources Bureau.
- III.A.2. Once an employee is in active status in the HRS system, an ISP User Identification/Attribute Form, ISP 2-203, must be completed and signed by the supervisor and the employee. The completed form should be submitted to the ISP DoIT security administration group, ISP.Security@illinois.gov.
- III.A.3. After the completed form has been received by DoIT security administration, the user ID will be created and the user's supervisor will be notified by email.
- III.A.4. The supervisor can request additional access by emailing the following groups:

III.A.4.a. “SRVREQ” for Windows Active Directory/server access, ISP.SRVReq@illinois.gov.

III.A.4.b. Email modifications must be sent to the IT Coordinator.

III.B. Modifying current employee access

III.B.1. For changes to user's Windows Active Directory user rights, a request from the user's supervisor should be emailed to ISP.SRVReq@illinois.gov.

III.B.2. For changes to user's RACF user ID rights, a request from the user's supervisor should be emailed to ISP.Security@illinois.gov.

III.C. For Suspended and Terminated employee access see ISP Directive SRV-216, “Notification of Suspension/Reinstatement of Personnel.”

| Indicates new or revised items.

-End of Directive-