

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

RESCINDS: SRV-204, 2016-002, revised 01-14-2016.	REVISED: 06-17-2020 2020-006
RELATED DOCUMENTS: SRV-216	RELATED CALEA STANDARDS: 11.4.4, 41.3.7, 82.1.6, 82.1.7

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 (this form is available in the ISP Document Library at <https://isp.portal.illinois.gov/generalinfo/Lists/Document%20Library>), 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 (this form is available in the ISP Document Library), 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-