

ILLINOIS STATE POLICE DIRECTIVE
SRV-216, NOTIFICATION OF SUSPENSION/REINSTATEMENT OF PERSONNEL

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| RESCINDS: SRV-216, 2018-055, revised 12-20-2018. | REVISED: 09-23-2020 2020-015 |
| RELATED DOCUMENTS: None | RELATED CALEA STANDARDS: 12.1.4 |

I. POLICY

The Illinois State Police (ISP) will provide and ensure standardized information is used regarding an employee's suspension/reinstatement and will ensure that access to all ISP systems is suspended/reinstated/deleted as appropriate when a change in employment status occurs.

II. DEFINITIONS

- II.A. Administrative Leave - a paid status to be used for code personnel and an unpaid status to be used for sworn personnel when, in the best interest of the employee or the Department, it would be inappropriate for an employee to remain on duty.
- II.B. Reinstatement - action taken to return an employee (sworn or code) to an active duty status.
- II.C. Relieved of Duty - a paid status to be used for sworn personnel when, in the best interest of the employee or the Department, it would be inappropriate for an employee to remain on duty.
- II.D. Suspension - temporary removal of an employee (sworn or code) from duty without pay and with no legal standing or authority to act under color of law as a police officer.
- II.E. Termination - employment with the ISP has ended.

III. PROCEDURES

- III.A. The Director, or his/her designee, will notify the appropriate Deputy Director when any of the following employment actions are ordered:
 - III.A.1. An employee is placed on administrative leave;
 - III.A.2. An employee is suspended;
 - III.A.3. An officer is relieved of duty; or
 - III.A.4. An employee has been terminated.
- III.B. The Deputy Director, or his/her designee, will send an electronic message to other appropriate command personnel and communication centers announcing an employee has been placed on administrative leave, suspended, relieved of duty, or terminated. Notification will be made for the purpose of restricting access to ISP facilities, equipment, and all electronic databases. The Director, or designee, may also disseminate this information to all ISP personnel through a large-distribution email (LDALL).

The message will contain the following information:

- III.B.1. Date/time of message
- III.B.2. The employee's:
 - III.B.2.a. Name
 - III.B.2.b. Rank (if applicable)
 - III.B.2.c. Identification number (if applicable)
 - III.B.2.d. Work location
- III.B.3. Action taken:

- III.B.3.a. Administrative leave
- III.B.3.b. Suspension
- III.B.3.c. Relieved of duty
- III.B.3.d. Termination
- III.B.4. Effective date of action
- III.B.5. The date the employee is to be reinstated, if known
- III.B.6. Comments such as status of legal authority to act as a law enforcement officer (if applicable) and authority to access departmental facilities and records
- III.B.7. Authority for message
- III.C. In situations where a message was disseminated for an employee placed on administrative leave, suspended, or relieved of duty, and an ending date was not provided, the Deputy Director, or his/her designee, will send an electronic message to other appropriate command personnel and communication centers, announcing when the affected employee returns to duty. The message will contain the following information:
 - III.C.1. Date/time of message
 - III.C.2. Employee's:
 - III.C.2.a. Name
 - III.C.2.b. Rank (if applicable)
 - III.C.2.c. Identification number (if applicable)
 - III.C.2.d. Work location
 - III.C.3. The date the employee is returned to duty
 - III.C.4. Comments such as:
 - III.C.4.a. Date originally placed on administrative leave, suspended, or relieved of duty
 - III.C.4.b. Status of legal authority to act as a law enforcement officer (if applicable)
 - III.C.4.c. Authority to access departmental facilities and records
 - III.C.5. Authority for message
- III.D. Supervisors will notify the Security Administration when an employee is placed on administrative leave, suspended, or relieved of duty, and when an employee returns to active duty status.
 - III.D.1. Notification will be sent via email to isp.security@illinois.gov and isp.SRVREQ@illinois.gov.
 - III.D.2. Notification will include the employee's name and ID number and a request to suspend or reinstate system access.
- III.E. Security Administration will maintain a list of employees that have been placed on leave/suspension and will send that list via e-mail to system administrators when changes occur. System administrators will suspend system access for employees placed on the list and will reinstate access for employees who have been removed from the list unless that employee has terminated employment or access is no longer needed.
- III.F. Security Administration will send an email directing deletion of all system access to system administrators when it has been notified that an employee has resigned, transferred out, retired, been discharged, or otherwise terminated employment.

| Indicates new or revised items.

-End of Directive-