

**ILLINOIS STATE POLICE DIRECTIVE
ADM-001, DEPARTMENT DIRECTIVES SYSTEM**

RESCINDS: ADM-001, 2009-035A, revised 08-21-2009.	REVISED: 04-26-2013 2013-046
RELATED DOCUMENTS:	RELATED CALEA STANDARDS: 12.2.1, 12.2.2, 26.1.1

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Provide an electronic manual as the official repository of ISP directives.
- I.B. Establish and administer policy, procedure, and rules and regulations through a formal, uniform directives system.

II. DEFINITIONS

- II.A. CALEA - the Commission on Accreditation for Law Enforcement Agencies, Inc.
- II.B. Department directive - a formal course of action that includes policies, procedures, rules, and regulations used to guide and govern agency operations and employees.
- II.C. E-Directive Back-Up – an electronic replica of the e-Directives system.
- II.D. Electronic Directives System (e-Directives) - the full ISP Directives Manual available electronically to personnel accessible through the Department's e-mail system, Lotus Notes, on the ISP mainframe, the ISP intranet system, or via the internet.
- II.E. Policy - the portion of a directive that sets forth a broad statement of department principles; it provides direction and the framework for the development of procedures and rules.
- II.F. Policy Section – the ISP work unit responsible for the administration and maintenance of the ISP Directives Manual.
- II.G. Procedure(s) - a guideline for carrying out department activities. Procedures are general descriptions, whereas rules and regulations are specific statements; all define a course of action to be undertaken.
- II.H. Rules and Regulations - specific portions within directives from which no deviation is permitted.
- II.I. Staff/Staffing - the process of obtaining input on new or revised directives/addenda.
- II.J. Specialty Manuals - manuals developed for issue to employees in specialized functions. Examples of specialty manuals include, but are not limited to:
 - II.J.1. Division of Operations (DOO) Reference Manual
 - II.J.2. Criminal Investigation Report Writing Manual
 - II.J.3. Law Enforcement Agencies Data System (LEADS) Reference Manual
 - II.J.4. Code Employee Handbook

III. RESPONSIBILITIES

- III.A. The Director has the authority to:
 - III.A.1. Issue, modify, approve, or delete ISP directives
 - III.A.2. Delegate this authority to the Colonels

- III.A.3. Issue a directive by any means available when time is of the essence
 - III.B. Colonel(s) may:
 - III.B.1. If granted the authority by the Director, delegate the authority to issue, modify, approve, or delete District, Zone, Bureau, Laboratory, Section, or Unit directives to the appropriate commander or work unit supervisor.
 - III.B.2. Direct the format of the directives published by entities within his/her Division.
 - III.C. The appropriate commander or work unit supervisor is responsible for:
 - III.C.1. Distributing District, Zone, Bureau, Laboratory, Section, or Unit directives.
 - III.C.2. Administering his/her specialty manuals.
 - III.C.3. Ensuring that personnel under their command have the opportunity to access published directives via the e-Directives system.
 - III.C.4. Ensuring that personnel under their command acknowledge receipt and review of the published directives in the e-Directives system.
 - III.D. The Policy Section is responsible for:
 - III.D.1. Administering the ISP Directives System.
 - III.D.2. Designing the Department directive and addenda format.
 - III.D.3. Assigning:
 - III.D.3.a. Directive sequence numbers
 - III.D.3.b. Directive identifying numbers
 - III.D.4. Staffing directive drafts to the appropriate personnel and incorporating appropriate changes received through the staffing process.
 - III.D.5. Updating the e-Directives system, as appropriate, and notifying ISP personnel of the changes.
 - III.D.6. Assisting with, and advising on, the creation and formatting of District, Zone, Bureau, Laboratory, Section, and Unit directives, when requested.
 - III.E. Employees
 - III.E.1. Employees are responsible for conforming to all requirements contained in the Directives Manual.
- IV. PROCEDURES
- IV.A. Directives
 - The ISP Directives Manual consists of:
 - IV.A.1. Directives approved by the Director

IV.A.2. Directives arranged under the following subject identifiers

- | | |
|----------------------|------------------------|
| ADM - Administration | ORG - Organization |
| ENF - Enforcement | PER - Personnel |
| EQP - Equipment | ROC - Rules of Conduct |
| OPS - Operations | SRV - Services |
| ORD - Ordnance | |

IV.A.3. Proposing/revising directives/addenda

- IV.A.3.a. Any Department employee may propose a new directive/addendum, recommend revisions to an existing directive/addendum, or propose deleting an existing directive/addendum.
- IV.A.3.b. Personnel wishing to propose directive/addendum changes will propose the change(s) on a memorandum or via Department e-mail forwarded through the chain-of-command to the Policy Section.
- IV.A.3.c. The Policy Section will review the proposal for a new/revised directive/addendum and determine if the proposal is warranted. If the proposal is deemed acceptable, the Policy Section will create a draft, and provide the draft to the originator to ensure his/her proposal is accurately reflected.
- IV.A.3.d. Once the originator has reviewed the draft, the Policy Section will initiate the staffing of the draft.

IV.A.4. Directive staffing

- IV.A.4.a. The Policy Section will send copies of the draft directive for review and comment to the:
 - IV.A.4.a.1) Colonels
 - IV.A.4.a.2) CALEA Manager
 - IV.A.4.a.3) Chief Legal Counsel
 - IV.A.4.a.4) Chief of the Office of Inspection and Audits (OIA)
 - IV.A.4.a.5) Chief of the Office of Labor Relations and Special Projects (OLR)
- IV.A.4.b. The addressees may concur, concur with additional recommended changes, or not concur.
- IV.A.4.c. The addressees will complete a copy of the Draft Directive Response Sheet, ISP 2-284, and return it to the Policy Section (a copy of this form is available from the ISP Document Library at <http://maphome/documentlibrary/>).
- IV.A.4.d. After any necessary changes have been made, the Policy Section will format and forward the directive/addendum for staffing.
- IV.A.4.e. Following the staffing, the Policy Section will forward the directive to the Director for signature.

IV.A.5. Preparation of the signed directive by the Policy Section will be in accordance with internal Policy Section procedures.

IV.A.5.a. Directive Numbering

The Policy Section will assign each directive a sequence number and an identifying number.

IV.A.5.a.1) Directive sequence number

The sequence number will consist of the calendar year of issue followed by a sequential number.

Example: 2012-001

IV.A.5.a.2) Directive identifying number

The identifying number will consist of the subject identifier and a sequential number.

Example: PER-001

IV.A.5.a.3) Each Colonel will approve a numbering system for directives within his/her Division.

| IV.B. Accessing e-Directives

| IV.B.1. From within Lotus Notes client:

- | IV.B.1.a. Click File....Database...Open...
- | IV.B.1.b. Change the server to ispdom5/IIStPolice
- | IV.B.1.c. Scroll down and select e-Directives
- | IV.B.1.d. Select Open to open the database

| IV.B.2. From the browser (internet or intranet):

- | IV.B.2.a. Open Internet Explorer
- | IV.B.2.b. In the Address bar type <https://webdom5.isp.state.il.us/ispdirectives.nsf>
- | IV.B.2.c. If you receive a Security Certificate, select the affirmative response (Yes, Continue, etc.)

| IV.C. Directive Back-ups

| IV.C.1. Each District and Zone Commander will appoint a person on each shift to serve as contact to access an e-Directives back-up in case e-Directives is unavailable.

| From within Lotus Notes client:

- | IV.C.1.a. Open e-Directives
- | IV.C.1.b. Click File....Replication...New Replica....
- | IV.C.1.c. Ensure that "Server" is set to "Local"
- | IV.C.1.d. Click "OK"
- | IV.C.1.e. Following replication, left-click-and-drag the e-Directives tab to your Lotus Notes bookmark area for future reference

| IV.C.2. Individuals who have performed the procedures of paragraphs IV.C.1.a. through IV.C.1.e. access the back-up replica of e-Directives when they access e-Directives through the bookmark.

IV.D. Retention

IV.D.1. Directives will remain in effect until rescinded or amended by a subsequent directive.

| Indicates new or revised items.

-End of Directive-