

ILLINOIS STATE POLICE ADM-129, FACILITY LEASES

RESCINDS: ADM-129, 2013-050, revised 05-07-2013.	REVISED: 09-08-2017 2017-054
RELATED DOCUMENTS: ADM-114	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) Facilities Section, Logistics Bureau, Division of Administration (DOA), will procure and coordinate all facility leases and ensure compliance with the rules of the Illinois Department of Central Management Services (CMS).

II. AUTHORITY

30 ILCS 500/40-5 – Real Property and Capital Improvement Leases
Admin. Code, Title 44, Subtitle A, Chapter 1, Subpart N – Real Property Leases and Capital Improvement Leases

III. PROCEDURES

III.A. Facility/land leases

- III.A.1. The Colonel of the requesting Division will forward all leased space needs to the Colonel, DOA. The written request will contain the intent to obtain new space, increase or decrease existing space, change existing space, or terminate space.
- III.A.2. The Facilities Section will coordinate all discussions or correspondence with the Real Estate Division of CMS.
- III.A.3. No employee will make contact or discuss lease costs directly with a potential or existing lessor, owner, or realtor. The Facilities Section will represent the ISP in working with the CMS Real Estate Division. CMS will handle all lease negotiations.
- III.A.4. Requests for new or changing space will be made to DOA at least one year in advance of the date of operational need established by the Division making the request unless special circumstances exist.
- III.A.5. Each Colonel will certify in the initial request the need for the space requested, the number of personnel to be involved with the space, the title or titles of unit(s) to occupy the space, and the availability of funds.
 - III.A.5.a. The request will show cost center, line item, and amount.
 - III.A.5.b. A copy of this request will be sent to the Administrative Services Bureau, DOA, for review.
- III.A.6. Upon receipt of the request from the Colonel, DOA will act on the space needs request in accordance with CMS rules.
- III.A.7. Any problems, changes, or requests relative to a building will be addressed to the Facilities Section for handling.
- III.A.8. Written requests for telephone and computer service will be forwarded through the chain-of-command to the respective Division that will contact the Telecommunications Coordinator at the Logistics Bureau, DOA, and the Security Administrator at the Information Services Bureau, DOA, at least 90 days prior to the desired date of operation.
- III.A.9. The movement of any special equipment or classified documents will be closely coordinated with the Facilities Section to ensure that proper electrical, structural, and security needs are met.
- III.A.10. Divisions will be responsible for funding all requested lease changes until such charges can be budgeted by the Facilities Section.

III.A.11. In case of emergency, special lease arrangements can be made locally to fulfill operational requirements, but the Facilities Section must be notified as soon as possible.

NOTE: All leases will be in compliance with 30 ILCS 500/40-5 and the Illinois Administrative Code, Title 44, Subtitle A, Chapter 1, Subpart N.

III.B. Requests for lease termination are to be forwarded through the chain-of-command to the respective Division.

III.B.1. The respective Division will forward the request to DOA that will forward the request to the Facilities Section.

III.B.2. The Facilities Section will coordinate the termination of the lease.

III.B.3. Such requests will be forwarded to DOA at least 60 days prior to the termination period stated in the termination clause of the lease.

| Indicates new or revised items.

-End of Directive-