

ILLINOIS STATE POLICE DIRECTIVE PER-018, STATEMENT OF ECONOMIC INTEREST

RESCINDS: PER-018, 2014-082, revised 10-20-2014.	REVISED: 12-20-2018 2018-048
RELATED DOCUMENTS: Per-015, ROC-002	RELATED CALEA STANDARDS: 26.1.1

I. POLICY

The Illinois State Police (ISP) will assist employees in complying with legislated mandates.

II. AUTHORITY

5 ILCS 420/4A-101 et seq., "Illinois Governmental Ethics Act, Article 4A, Disclosure of Economic Interests"

III. PROCEDURES

III.A. Requirements for filing with the Illinois Secretary of State (SOS)

III.A.1. Persons whose appointment to office are subject to confirmation by the Illinois Senate.

III.A.2. Persons who are employed by any branch, agency, authority, or board of the government of the state of Illinois and are compensated for services as employees and not as independent contractors, and who:

III.A.2.a. Are, or function as, the head of a department, commission, board, division, bureau, authority or other administrative unit within state government, or who exercise similar authority within state government.

III.A.2.b. Have direct supervisory authority over or direct responsibility for formulating, negotiating, issuing, or executing contracts (including grants) entered into by the State in the amount of \$5,000 or more.

III.A.2.c. Have authority for issuing or promulgating rules and regulations within areas under the authority of the State.

III.A.2.d. Have authority for approving professional licenses.

III.A.2.e. Have responsibility with respect to the financial inspection of regulated non-governmental entities.

III.A.2.f. Adjudicate, arbitrate, or decide any judicial or administrative proceeding or review the adjudication, arbitration, or decision of any judicial or administrative proceeding within the authority of the state.

III.A.2.g. Supervise 20 or more employees of the state.

III.A.2.h. Negotiate, assign, authorize, or grant naming rights or sponsorship rights regarding any property or asset of the State, whether real, personal, tangible, or intangible.

III.A.2.i. Have responsibility with respect to the procurement of goods or services.

III.A.3. When a person qualifies under two or more of the provisions in III.A.1. and III.A.2., the SOS does not require that all positions be shown on the statement.

NOTE: An annual review of the list of employees required to file a Statement of Economic Interest will be conducted. The Ethics Officer will send the Chief of Staff of each Division a copy of the prior year's list, along with the criteria for those positions which are required to file a Statement of Economic Interest, and request them to update the list. Each Chief of Staff or designee is responsible for reviewing the list and ensuring it is correct and up to date, and submitting a certified list of employees in their command who are required to complete a Statement of Economic Interest to the Ethics Officer. The Ethics Officer will review the certified list and forward it to the SOS. The Chief of Staff or designee will notify qualifying personnel within their division of their requirement to file a Statement of Economic Interest.

III.A.4. Filing deadline

- III.A.4.a. By May 1 of each year, a verified written statement(s) of economic interest(s) must be filed by each person whose position at the time subjects them to the filing requirements.
- III.A.4.b. Employees required to file will **normally** receive their forms by mail prior to the filing deadline.
- III.A.4.c. If an employee receives a Statement of Economic Interest form, they are required to complete the form and return the form with the original signature through their chain of command to the ISP Ethics Officer.
- III.A.4.d. If an employee becomes eligible by reason of appointment or employment within 30 days prior to May 1st of the year, they must file by May 31 of the year in which they receive the appointment or are employed.
- III.A.4.e. In the event that another blank Statement of Economic Interest form is needed, the form can be located on the Illinois Secretary of State's website at http://www.cyberdriveillinois.com/publications/pdf_publications/i188.pdf.

III.B. Amending a statement

If the statement has already been mailed, it may be amended by:

- III.B.1. Sending a letter stating the correct information and requesting the form on file be modified accordingly.
- III.B.2. Submitting a second form to amend the form on file.

III.C. Failure to file

- III.C.1. The failure to file by a sworn officer is considered a violation of the ISP Directive ROC-002, "Rules of Conduct," paragraph III.A.1.
- III.C.2. The failure to make a timely filing of the Statement of Economic Interest to the SOS (see 5 ILCS 420/4A-107), as required, or the willful making of a false, misleading, or incomplete statement will be grounds for disciplinary action, including dismissal.
- III.C.3. Additionally, any person required to file a Statement of Economic Interest with the SOS who willfully files a false or incomplete statement is guilty of a Class A misdemeanor.

- III.D. If an employee has questions as to whether they are required to file or if forms are needed, they may contact their division Chief of Staff, the SOS Index Division, or the ISP Ethics Officer.

| Indicates new or revised items.

-End of Directive-