

**ILLINOIS STATE POLICE DIRECTIVE
PER-049, SOLICITATION OF EMPLOYEES**

RESCINDS: PER-049, 2012-051, revised 07-10-2012.	REVISED: 10-26-2015 2015-080
RELATED DOCUMENTS: PER-015	RELATED CALEA STANDARDS: 26.1.1

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Strictly adhere to statutes regarding employee participation in, and exposure to, solicitation of funds or support of charitable, political, or commercial purposes.
- I.B. Preserve the confidentiality of employee names, addresses, telephone numbers, Social Security numbers, and work locations when being sought for commercial solicitation purposes.
- I.C. Allow only those vendors approved by statute, the Department of Central Management Services, the Director of the ISP, or the person in charge of building operations access to department facilities to sell, or offer for sale, goods or canvas or solicit for any purpose. The authority of the Facility Manager is limited to those items that serve the daily needs of facility employees and users, i.e., food, drink, personal use items.
- I.D. Participate in the annual State and University Employees Combined Appeal (SECA).

II. AUTHORITY

- II.A. 5 ILCS 340/1, et seq., "Voluntary Payroll Deductions Act of 1983"
- II.B. 80 Illinois Administrative Code 2650, "Solicitation for Charitable Payroll Deductions"

III. PROCEDURE

- III.A. The laws and regulations relating to the annual SECA solicitation govern solicitation for any charitable purpose of ISP employees at ISP facilities.
- III.B. Questions concerning what activities are permitted will be directed to the Director's Office.
- III.C. All charitable-solicitation activities involving ISP employees at ISP facilities, or using ISP communications (including e-mail), must receive prior approval from the Director.
- III.D. Political solicitation
 - III.D.1. Solicitation of ISP employees at ISP facilities for political purpose is prohibited.
 - III.D.2. Political solicitation is addressed in ISP directive PER-015, "Political Activity."

-End of Directive-