

ILLINOIS STATE POLICE DIRECTIVE ADM-017, ISP LEGAL GUIDANCE AND BULLETINS

RESCINDS: ADM-017, 2015-091, revised 12-18-2015.	REVISED: 09-07-2022 2022-191
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS (6th Edition): 1.2.5, 33.5.1

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Ensure each work unit has a point of contact within the ISP Legal Office for purposes of obtaining legal guidance; and
- I.B. Provide all officers with electronic access to ISP Legal Bulletins.

II. RESPONSIBILITIES

- II.A. The ISP Legal Office is responsible for designating a point of contact within the ISP Legal Office for each division and the work units within the Office of the Director (OOD).
- II.B. The Division of the Academy and Training is responsible for providing access to the ISP Legal Bulletins.
- II.C. Each officer is responsible for accessing and reading the ISP Legal Bulletins to stay abreast of recent court decisions and statutory changes affecting law enforcement. ISP Legal Bulletins should be accessed and read within 14 working days of receiving notice one is available unless further delay is approved by the officer's immediate supervisor.

NOTE: Information contained in the ISP Legal Bulletins is used in each promotional examination.

III. PROCEDURES

- III.A. The ISP Legal Office will provide each division and the work units within the OOD with a list of the staff attorneys designated as points of contact throughout the ISP and ensure this list is updated at least annually.
- III.B. Officers shall access current issues of the ISP Legal Bulletins by accessing OneNet at <https://onenettraining.illinois.gov> or the current ISP learning management system. Copies of past issues of ISP Legal Bulletins can be obtained through the ISP Academy Curriculum Section.
- III.C. Unless specifically indicated within an ISP Legal Bulletin, information contained therein that is contradictory to ISP policy, rule, or procedure will not supersede any existing policy, rule, or procedure.
 - III.C.1. Any changes to ISP policy, rule, or procedure communicated through an ISP Legal Bulletin are subject to the provisions of ADM-001 and the procedures outlined in the applicable collective bargaining agreements.
 - III.C.2. Officers discovering other contradictions with current ISP directives and ISP Legal Bulletins should notify the ISP Legal Office through their chain-of-command.
- III.D. Officers will use knowledge gained from the ISP Legal Bulletins to supplement ISP directives, rules, and procedures.
- III.E. Employees, who are not assigned to the ISP Legal Office or have not otherwise been granted express permission to respond to requests for official legal advice, are strictly prohibited from speaking on behalf of the Director or his Legal Office regardless of whether the employee has a license to practice law in Illinois.

- III.E.1. The Director's Office may grant permission to attorneys within the ISP to provide official legal advice within their areas of expertise on behalf of the Director.
- III.E.2. Employees receiving external requests for official legal advice on behalf of the Director or the Department shall refer the person making the request to the ISP Legal Office.
- III.E.3. Employees shall confer with their assigned ISP Legal point of contact prior to conferring with attorneys with other agencies for legal advice except as it relates to ongoing criminal investigations or prosecutions.

| Indicates new or revised items.

-End of Directive-