

ILLINOIS STATE POLICE DIRECTIVE ORG-004, TABLES OF ORGANIZATION

RESCINDS: ORG-004, 2017-074, revised 10-24-2017.	REVISED: 02-02-2022 2022-033
RELATED DOCUMENTS: ADM-134, PER-007	RELATED CALEA STANDARDS (6th Edition): 11.1.1, 111.2.1, 11.4.1, 12.2.1, 21.2.3, 21.2.4, 33.2.1, 41.1.1, 41.1.2

I. POLICY

The Illinois State Police (ISP) will create and maintain formal table of organization charts by unit.

II. PROCEDURES

II.A. Each Deputy Director will maintain formal table of organization charts by unit reflecting:

II.A.1. Authorized positions

II.A.2. Payroll titles

II.A.3. Position number (code positions)

II.A.4. Position incumbent listed by rank (if sworn), first initial, and full last name for all positions

II.B. Mission and values statement

II.B.1. The head of each unit will ensure the organizational chart and mission statement for that unit are accessible to all personnel within the unit.

II.B.2. The Director, or designee, will annually review and revise the Department's mission and values statement and disseminate a copy to each employee of the Department.

NOTE: The requirement to list individuals on organization charts and post organization charts in each unit need **NOT** be met if doing so would compromise the safety of ISP personnel.

II.C. Each Deputy Director will provide copies of each table of organization chart and unit's mission/values statement to the Director's Office, Office of Human Resources (OHR), on a quarterly basis or more frequently when substantial changes occur. The quarterly submissions are due by the tenth day of January, April, July, and October.

| Indicates new or revised items.

-End of Directive-