

ILLINOIS STATE POLICE DIRECTIVE PER-105, SUPERVISORY ACCOUNTABILITY – CODE EMPLOYEES

RESCINDS: PER-105, 2012-052, revised 07-10-2012.	REVISED: 08-31-2015 2015-062
RELATED DOCUMENTS: PER-032, PER-033, SRV-016	RELATED CALEA STANDARDS: 11.3.1, 11.3.2

I. POLICY

The Illinois State Police (ISP) will establish rules by which code employee supervisors of the Department will conduct themselves while on duty.

II. AUTHORITY

20 ILCS 2610/2, et seq., “Management and Control of Department – Rules and Regulations”

III. RULES AND REGULATIONS

III.A. Supervisory personnel are responsible for:

- III.A.1. The job performance of all subordinates placed under them.
- III.A.2. Subordinates’ adherence to department rules, regulations, policies, orders, directives, and procedures; and reporting violations of such in cases where discipline may be appropriate.
- III.A.3. Providing leadership and supervision to ensure the efficiency of department operations.
- III.A.4. The timely completion of employee performance evaluations.
- III.A.5. Maintaining an awareness of current department rules, regulations, directives, orders, policies, and procedures.
- III.A.6. Reporting harassment including, but not limited to, sexual harassment, discrimination, and retaliation pursuant to the policies and procedures established in ISP directives PER-032, “Discrimination and Harassment,” or PER-033, “Sexual Harassment.”

III.B. Supervisory personnel will ensure that subordinates are aware of, and have direct and ready access to, department:

- III.B.1. Rules
- III.B.2. Regulations
- III.B.3. Directives
- III.B.4. Orders
- III.B.5. Policies and procedures that affect them
- III.B.6. Human services programs as outlined in ISP directive SRV-016, “Human Services”

III.C. Supervisors may delegate authority and functions to subordinates but responsibility remains with the supervisor who made the assignment.

III.D. Supervisory personnel remain accountable for all job-related failures on the part of their subordinates when the supervisor was aware of the potential for failure and failed to take the appropriate action to correct the deficiency.

| Indicates new or revised items.

-End of Directive-