

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number FSS-008
	Subject Maintenance of Department Commissions	
	Special Instructions Replaces FSS-008 dated January 15, 2015	Effective Date December 27, 2018

I. PURPOSE

Establish guidelines for the proper maintenance of Department commissions.

II. POLICY

All employees who are assigned or operate a Department commission shall be responsible for the general maintenance and appearance of the commission and shall report any unusual issues or problems with the commission.

Employees may forfeit the use of a Department commission or be subject to disciplinary actions for violating the rules of proper maintenance and care of a Department commission as outlined in this procedure.

III. PROCEDURE

A. Employees who are assigned or who operate any Department commission shall:

1. Operate the commission with reasonable care to conserve operating efficiency. For specific details on the operation of a Department commission refer to [ENF-001 Operation of Department Commissions](#);
2. Be responsible for general maintenance and appearance of the commission;
3. Not alter the mechanical or electrical equipment of the commission except as authorized;
4. Maintain the vehicle in good mechanical condition by checking the oil level during every other stop for fuel and adding oil when necessary;
5. Cause a service to be completed every 5,000 miles (unless otherwise instructed);
 - a. Regular service/maintenance/repairs shall be performed at a district facility, IDOA garage or at an authorized service dealer (as approved by the Department); however,
 - b. Under extenuating or emergency circumstances (e.g. severe weather, out-of-state travel, after-hours, etc.) service/maintenance/repairs may be, with approval of the AC/S Logistics, conducted outside the normal requirements. In these situations:
 - (1) Contact must be made with the AC/S Logistics or a designee for approval prior to any work being done, and

(2) Billing should be sent directly to the Fiscal Division (with a copy sent to or delivered by the employee) to Field Support Services (FSS).

Note: For work completed in-state, State taxes shall not be included.

6. Keep the commission clean and hand-waxed with a good grade of car wax;

7. Identify and cause any malfunction to the commission to be repaired;

8. Have all repairs authorized by the appropriate commander except those made at a district or headquarters garage. A Department work order number must be obtained before taking a commission to an authorized contract service provider; and

9. Shall be prompt and timely with regards to all scheduled appointments for repair, service or installation. Employees who may be late for, or must cancel an appointment, shall contact the location (e.g. district garage, FSS, or third party vendor, etc.), prior to the appointment time to ensure the appointment can be kept or must be rescheduled.

NOTE: It shall be the responsibility of the mechanic and employee to monitor the oil pressure gauge immediately following service of the vehicle to ensure the proper oil pressure is obtained before driving the commission.

B. Window tint* is prohibited on all Department commissions except when determined to be operationally or tactically necessary. All requests to have window tint put on a Department commission shall be sent, through channels, to the Chief of Staff and must include justification on the operational/tactical need for window tint. All window tint placed on Department commissions shall meet the State statutory requirements. Although, some exceptions for undercover vehicles made be authorized.

*Note: Window tint (meeting statutory requirements) is permitted on commissions if installed prior to June 6, 2013 and for commissions meeting this requirement reissued after this date.

C. All interior equipment shall be installed only by authorized Automotive Section installers and/or telecommunication technicians or authorized District mechanics.

D. Equipment indicated in this subsection may be installed by authorized Department personnel without written authorization. All other additions or changes shall receive prior approval from the AC/S Logistics.

1. Splash or stone guards, CB radios, scanners and compact disc players are authorized. The only holes authorized to be drilled are for the installation of stone guards, CB radios and scanners.

2. The console shall not be altered in any manner except to drill holes necessary to mount a CB radio and/or scanner/two-way radio.

3. Electrical connections, for all authorized non-issued equipment, shall be made only by an Automotive Section installer or professional telecommunication service provider (at the expense of the employee). Proper documentation of the installation shall be provided to the appropriate district, area or division commander.
4. Department equipment shall not be moved from the location originally installed.
5. Authorized non-issued equipment shall not be connected to the police radio antenna.
6. Department equipment support brackets shall not be used to mount extra equipment.
7. Authorized non-issued equipment shall be physically mounted a minimum of two (2) inches from the electronic siren amplifier and radio control head on vehicles without the console between the bucket seats.
8. The only authorized wheel covers are those on the commission when it is issued.
9. Only bumper stickers, decals or license plates issued and/or approved by the Department shall be displayed on Department commissions.
 - a. Approved license plates.
 - (1) Shall only be displayed on the front license plate mount of Department commissions.
 - (2) Standard issued front license plate with ISP shield;
 - (3) Authorized specialty team license plates for EOD, Honor Guard, SWAT and SCUBA. The specialty team license plates may be attached to those commissions assigned to active specialty team members or former members who served a total of five (5) years on a specialty team and then left in good standing;
 - (4) Specialty license plates reflecting the rank of the officer to whom the commission is assigned; or
 - (5) Military service license plates.
 - (a) Only personnel who have served in or are serving in one of the branches of the United States Armed Forces (Air Force, Army, Coast Guard, Marines or Navy) or have been Honorably Discharged, officially retired, or are currently active in a military reserve program may display a military vanity plate;
 - (b) Authorized military vanity plate shall consist of either a:
 - (i) A standard size, commercially sold vanity plate depicting a branch of military service; or

(ii) A standard issued front license plate containing the ISP shield on the right side of the plate and a similar sized sticker depicting a branch of military service to the left. The stickers shall be equally spaced (left to right and top to bottom).

(c) All vanity plates must be in good taste and not detract from the professionalism of the commission or the Department. The Department may reject any plate not meeting these guidelines.

d. DUI ACE (A Career Effort) Recognition Stars.

(1) The DUI ACE Stars are given out annually to recognize those enforcement personnel who achieve a qualifying number of DUI arrests for their career.

(a) Blue Star with white lettering – indicates increments of 100 career arrests; and

(b) Gold Star with black lettering – indicates increments of 500 career arrests.

(c) Gold Star with black lettering and wreath – indicates increments of 1,000 career arrests.

(2) Criminal Justice Data Division shall provide the Staff Services Unit (SSU) annual statistics related to this award.

(3) SSU shall then notify the employee and FSS when the employee is eligible for the new award.

(4) The stars shall be installed by the district mechanic, FSS personnel, or a designee of the district commander and installed as outlined in the [Installation Manual](#).

(a) Applicable stars shall be placed on all assigned marked commissions; and

(b) May be placed on unmarked commissions.

E. Use of non-Department issued (loaned or borrowed) equipment is prohibited, except as outlined below:

1. Use of non-issued equipment for research, testing and evaluation purposes shall follow the guidelines outlined in [SSU-001 Conducting Department Authorized Research Testing and Evaluation](#).

2. Use of non-issued equipment must be requested and will be considered as outlined in [FIS-002 Receipt and Disbursement of Non-Department Funds and Equipment](#).

3. If non-issued equipment is approved for use, installation shall be coordinated with FSS (at GHQ or local district).

F. Personnel receiving a new or reissued commission shall ensure the commission (issued or pool) to be turned in is clean both inside and outside (inspection condition quality is not required). Commissions turned in to be sold should have as little fuel in the tank as possible.

G. Replacement procedures for Department-issued Tire Deflation Devices (TDD):

1. Record the incident using the Vehicle Pursuit Report form in RMS. Information regarding the effectiveness and results shall be placed on page two in the Comments section;

2. Commanders shall request a replacement TDD from FSS, [PD-49a Report of Crash or Equipment Loss, Form #610](#). A copy of a Vehicle Pursuit Report shall be attached to the Stockroom Request - Shipper. Upon receipt of these forms, quartermaster shall initiate replacement; and

3. FSS shall take the necessary steps to provide a replacement TDD. The responsible commander shall return the used TDD to FSS. If it is relatively evident that a deployed TDD was used during an incident that will end up in litigation, the TDD should be held as evidence until all legal avenues have been exhausted.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.