

01.01 Welcome to the Idaho State Police

Important Information for New Employees

You have joined a select group of public employees, proud to serve the people of Idaho. Law enforcement is a complaint-intensive occupation, however, with a heavy individual responsibility for good judgment and ethical behavior.

Leadership's commitment to you is to provide you with understandable rules to follow, along with training in mandated procedures, and to support you in decisions properly made.

The Handbook

This Handbook contains the expectations, guidelines and regulations for your activities while employed by the Idaho State Police (ISP). It is a dynamic document, subject to revision as laws change and practices are updated. As an electronic document, it is linked to and incorporates statutes, Federal Code, administrative rules, statewide policies and other foundational documents. Linked source documents must be included in your reading and understanding of the Handbook. You may view any part of the Handbook, at any time, by selecting the section containing the procedures you wish to view. The electronic Employee Handbook located at the ISP Intranet is the only official version. Printed procedures or versions saved to other media may become obsolete.

You are expected to read and understand all procedures associated with your position and keep your understanding current. Annually, you may be required to demonstrate full understanding of procedures relevant to your position, through testing or signing a statement of understanding.

ISP Conduct Expectations

The [Conduct Expectations](#) included in the Handbook are the heart of ISP's policies. **They are not suggestions; they are requirements.**

Certain behaviors on the part of commissioned troopers carry consequences that may end their careers in law enforcement. Pursuant to [U.S.C. §§ 922 \(g\)\(8\) and \(9\)](#), persons subject to restraining orders relating to threat of domestic violence or convicted of domestic violence may not receive, possess or transport firearms. The inability to legally carry a firearm may result in loss of employment as a peace officer (see Conduct Expectation #1).

Other behaviors bear equally serious consequences for all employees. Office furniture, training equipment and supplies, computers, fax machines, telephones, cell phones and other equipment or furniture are the property of the people of Idaho. Their intended use is in furtherance of the service provided by ISP. Use of any furniture, equipment, clothing, communications systems, electronic devices or any other items issued to you by ISP in the commission of unethical, immoral or illegal acts will be investigated and may lead to discipline up to and including termination of your employment (see Conduct Expectation #10).

Procedures

Some procedures are for emergent, fast-moving incidents such as a use of force or a pursuit. These procedures are “High Risk-Low Frequency” (HRLF) and you are expected to have knowledge of them, when relevant to your position, without needing to consult the procedure. You will have to act quickly and absolutely in accordance with these procedures for your legal protection. They are identified in the Handbook with a red border and a banner “RED – REQUIRED KNOWLEDGE” to aid in identifying them.

Other procedures are equally important, but you will have more discretionary time in dealing with the situations they cover. They are identified in the Handbook with a yellow border and a banner “YELLOW – READ AND CONSULT.” This indicates that they are generally higher risk situations, but you will have some time to make decisions.

Take time to read the procedure and consult with your supervisor or other staff for a better understanding of procedures and resources, when immediate response is not critical.

As an ISP employee, you have successfully completed an intensive background investigation and polygraph examination. You are considered trustworthy with any information generated by this agency. Some of that information is sensitive and not for casual disbursement in conversations with family, friends and other interested parties. Procedures in that category are identified with a pink border and a banner “SENSITIVE.”

While it is possible that, if requested under the Public Records Act, the procedure may be a public document. You are still required to honor its sensitive nature and not discuss the procedure unless legally compelled. If questions arise about the release of a procedure labeled as SENSITIVE, contact ISP Legal prior to responding to the request.

Sometimes, agency procedures are supplemented by an operational directive. This is true when the activity is carried out differently by different administrations. Agency directives can be accessed in the “Directives” section of the [ISP Intranet Library](#).

You are fully accountable to the people of Idaho for your actions and for any failures to act in accordance with your authority or delegated authority. Every employee, at every level in this agency, has the delegated authority necessary to make crucial decisions allowing each employee to execute responsibilities and complete job assignments. Following the guidelines and procedures in this Handbook will provide consistency and stability in your delivery of services and minimize unwarranted complaints. Any questions regarding your authority must promptly be brought to your supervisor’s attention for resolution.

Use of Recording Devices

ISP recognizes activation of a recording device, in some cases, may jeopardize the safety of the troopers or others. In those cases, failing to record will not be considered a violation of policy.

A trooper shall not intentionally record undercover officers or confidential informants.

All employees are prohibited from:

- recording in areas where there is a reasonable expectation of privacy, unless it is a trooper who is present because of an authorized law enforcement contact;
- using agency issued recorders outside the scope of their employment;
- making personal copies of recordings;
- duplicating, showing, playing, or distributing recordings outside of legitimate agency business purposes;
- using personal recording equipment in place of or in conjunction with agency issued devices;
- recording conversations of another individual without the knowledge of all parties, except in the conduct of bona fide official investigations under the auspices of the Office of Professional Standards (OPS) or other appropriate organization.

All procedures are acted upon consistent with ISP Conduct Expectations. Read them often and understand them thoroughly. Behavior counter to these expectations will be investigated and may lead to discipline up to and including termination of employment. Because of their bedrock importance, supervisors should discuss the [Conduct Expectations](#) with each employee during every annual performance evaluation and obtain an attestation that the employee has read and understands them. The attestation is retained in the personnel file with the evaluation documents.

Leadership's Commitment to You

Below are some general statements reflecting ISP leadership's commitment to you, the employee.

- The safety of employees and the public is of primary importance to this agency. ISP is dedicated to providing safe working conditions and establishing operating practices to promote safe environments for all.
- To support the safety of employees and the public, ISP is a drug-free workplace with a comprehensive drug testing program outlined in procedure [03.14 Drug-Free Workplace](#).
- The management practices of modeling desired behavior, using effective questions to encourage employee participation in management decisions, maintaining a focus on the positive, and approaching change or perceived problems through the five-step Framework for Success are ISP's preferred management tools. All supervisors, managers and employees are encouraged to understand and model these principles in their interactions.
- ISP is dedicated to assisting employees in successful, productive employment by identifying controllable or preventable factors that adversely affect performance. The Early Intervention System addressed in procedure [03.19 Early Intervention System](#) provides a non-disciplinary systematic process to identify training, supervision or employee assistance needs. Additional supervision, counseling, coaching, or training are used to address performance issues identified by the Early Intervention System.
- ISP does not approve of, condone or measure trooper performance through enforcement quotas. However, all employees must understand that numbers may be used as only one of many tools in determining levels of performance.

Workplace Issues Unique to ISP

The ISP Strategic Plan (Plan) located in the [ISP Intranet Library](#) is an integral component of each employee's position. The Plan rests in the [mission, vision and values](#) of this agency. All supervisors must orient their employees to the Plan so that every employee understands how his or her position supports its goals and objectives. You are required to review the Plan and sign an attestation of your understanding of it as part of every annual performance evaluation.

Employee associations are valuable organizations for employees. Employees involved in association or union meetings, conferences or business are expected to use annual leave or compensatory time for those activities occurring within their regular work hours.

Members of the Idaho State Police Association Board of Directors may record actual travel time and actual time attending the semi-annual Board meetings as actual time worked, with prior approval from the Director. The ISPA Board Chairman must submit the employee names for approval prior to each meeting.

All ISP facilities and grounds are used solely to conduct state business. Police-trained K-9s and assistance animals accompanying their owners or handlers are welcome at ISP facilities. Pets and other animals are not permitted in ISP facilities or vehicles, except when held as evidence or being transported for enforcement or public safety purposes.

ISP facilities and grounds provide direct support for local law enforcement agencies and the provision of training through Peace Officer Standards and Training (POST). Private entities may use ISP facilities only by contract or written services agreements with ISP or POST.

Workplace Issues Common to State Government Agencies

The State of Idaho is an equal opportunity employer. No illegal discrimination against any person is permitted on the basis of race, color, religion, national origin, sex, age, disability or veteran status. You are required to review procedure [03.18 Sexual Harassment and Illegal Discrimination](#) and sign an attestation of your understanding of it, as part of every annual performance evaluation.

The Human Resource (HR) Officer is the Affirmative Action Officer for ISP. Comments, questions or suggestions regarding Affirmative Action and Equal Employment Opportunity may be directed to the HR Officer.

The [Americans with Disabilities Act](#) (ADA) gives federal civil rights protections similar to those provided to individuals on the basis of race, color, sex, national origin, age and religion, to individuals with disabilities. The ADA applies to the actions of ISP both as an employer and as a law enforcement agency.

Questions about the applicability of the ADA to you, your employees or prospective employees should be addressed to the HR Office.

Questions about the applicability of the ADA to your ability to undertake enforcement actions should be addressed to the ISP Legal Services Office.

The State of Idaho is committed to providing a work environment free from violence for all employees. The State will not tolerate any form of violence in the workplace, including verbal or physical threats. All employees share the responsibility to make and keep the workplace safe. Any violence or threat of violence must be reported immediately to any supervisor. You are required to sign an attestation of your understanding of this, as part of every annual performance evaluation.

The State of Idaho adheres to all of the directives arising out of the [Fair Labor Standards Act](#) (FLSA). The FLSA provides that employees of state governments and political subdivisions of the states can be provided compensatory time off in lieu of cash overtime payments. You are required during new employee orientation to sign an attestation that you have been informed of this. For purposes of FLSA, the state is considered a single employer for determining the number of hours worked. If an employee works for more than one state agency, the employee's combined service is subject to applicable laws and Idaho Division of Human Resources rules governing overtime.

There is no assurance that ISP will pay cash for overtime. It is every supervisor's responsibility to assure compliance with the FLSA and every employee's responsibility to properly record actual work time. If an employee is aware of a discrepancy from the FLSA requirements, it must be reported as soon as possible to the HR Office. No employee will be subject to retaliation for reporting a wage and hour concern.

The State of Idaho offers a coordinated approach to the treatment of emotional, behavioral, mental health and substance abuse issues. This is known as the Employee Assistance Program (EAP). When you face personal difficulties that you would like assistance with, call the 24-hour Hotline at 1-877-427-2327 or visit the [website](#). The company Web ID: SOIEAP. The State of Idaho restricts smoking in public places ([Chapter 55, Title 39](#), Idaho Code). "Public places" are "any enclosed indoor area used by the general public" and include meeting rooms, elevators, auditoriums, arenas, educational facilities and state agency buildings. All ISP-occupied buildings and ISP vehicles are non-smoking areas. Smokers wishing assistance and support through smoking cessation programs or the Employee Assistance Program may contact the HR Office for information. ISP further restricts the use of electronic nicotine delivery devices in workspaces and buildings; use of electronic devices is permitted in outside areas only.

On-premises solicitation by private entities is not permitted in state agency buildings. Conference space may be rented by them by contacting the Statewide Facilities Services in the Department of Administration. Exceptions are vendors of State-endorsed fringe benefits and charitable fund drives.

There is no expectation of privacy for information created or stored in taxpayer-provided resources. ISP-issued electronic devices are subject to audit or search by the department to ensure they are being properly used for work purposes.