

01.06 DESIGNEES/APPOINTEES FOR ISP PROCEDURES

01.07 Developing and Reviewing Procedures and Forms – The procedures and forms editor is **Robyn Sabins**.

02.06 Public Records Requests—The ISP Records Manager is **Katrina Ramey**.

02.07 Records Management – The Records Manager is the person designated by the Director to coordinate any agency-wide records process reviews. ISP’s Records Manager is **Katrina Ramey**.

02.10 Training – There is a designated Field Training Coordinator to administer Field Training Officer courses. The Field Training Coordinator is **Sergeant Scott Dye**.

There is a designated Communications Officer Training Coordinator. The Communications Officer Training Coordinator is **Captain Jens Pattis**.

Additionally, the Director or designee(s) identify personnel required to attend in-service training. Designee(s) for this function are the **Majors/Managers**.

02.11 Use of Information Technology – The cell phone manager is **Jordan Haddock**. The System Administrator is **TBD**.

02.12 Use of State Vehicle/Fleet Management – ISP’s fleet manager is **Sergeant Jordan Scow**. This and other procedures refer to the Business Operations Specialist (BOS). The ISP BOS is **Tecia Ferguson**.

02.17 Agency Outreach Use of Social Media – the Communications Director is **Aaron Snell**.

03.01 Administrative Review and Investigation – The OPS Coordinator is appointed by the Director. ISP’s OPS Coordinator is **Lt. Colonel Bill Gardiner**.

03.04 Hiring and Employment Changes – The hiring captain is **Captain Tyler Jussel**.

03.09 Pre-Employment Background Investigations – The pre-employment background investigation process is administered by a Headquarters Captain. ISP’s background investigation administrator is **Captain Tyler Jussel**.

03.12 Recruiting Program – The Recruiting Coordinator is the HR employee who coordinates all recruiting activities. ISP’s Recruiting Coordinator is **Michelle George**.

03.17 Compensation Administration/Reduction in Force –The CHOICE Coordinator is **Lora Money**. The CHOICE Committee Chairman is **Captain David Neth**.

04.02 Inventory Management – The Fixed Asset System (FAS) Administrator is **TBD**.

04.05 Moving Guidelines – The Financial Executive Officer is **Ken Suchy**.

04.07 Purchasing – The FSO Contract Administrator is **Tina McBride**. The only authorized signatories for contracts are the **Director**, the **FEO**, and the **Deputy Directors**. The Senior Buyer is **Debie Beavers-Rudolph**. The Director's Office Administrative Assistant is **Liz Lindsay**. The Grants Financial Specialist is **Angelica Giesbrecht**.

04.08 Purchasing Card – ISP's P-Card Administrator is **Joshua Rigenhagen**.

05.03 On-Duty Injury or Death – The Director or designee is charged with determining whether a second party induced a peace officer's on-duty injury. The designees for this function are the **Deputy Directors**.

05.07 District Fitness Coordinator Program—State Fitness Coordinator (SFC)—**Sergeant Jesse Avery**. The SFC maintains a current list of District Fitness Coordinators.

05.08 Use of Naloxone by ISP Personnel—Naloxone Agency Coordinator—**Captain Sam Ketchum**.

06.06 Special Weapons and Tactics Team—SWAT Coordinator—**Lieutenant Kirt Grothaus**. SWAT Major— **Major Russ Wheatley**.

06.09 Evidence and Property – Drug Destruction Designee I.C. 37-2744(f) – **District Investigations Lieutenants**.

06.16 Weapons – Officers may use issued firearms during secondary employment only with the prior written approval of the Director/designee. The Director/designee for this procedure is the **Lt. Col. Sheldon Kelley**.

06.23 Honor Guard – Honor Guard Commander is **Lieutenant Brandalyn Crapo**. Honor Guard Coordinator is **Sgt. Aaron Bingham**.

07.05 Driving Under the Influence – ISP Phlebotomy Coordinator is **Sergeant Chris Glenn**. The State Impaired Driving Coordinator is **Sergeant Chris Glenn**.

08.06 Polygraph Examinations – The ISP Polygraph Coordinator is **Corporal Daniel Brennan**.

08.07 Special Projects – The ISP OCDETF Coordinator is **Captain Sam Ketchum**.

Other Appointments

Agency IT Security Coordinator – Kayne Tisdale, Criminal Justice Information Systems (ITRMC Policy 4110)

Agency Legislation Coordinator— Lt. Colonel Bill Gardiner

Agency Representative for Employees in Small Claims Actions – Robyn Sabins, Legal Services Office

Amber Alert Coordinator—Tanea Parmenter

Association of State Criminal Investigative Agencies—Lt. Colonel Sheldon Kelley

Boise Airport “Security Identification Display Area” badge authorization – Major Russ Wheatley

Continuity of Operations (COOP)—Captain Jens Pattis.

Domestic Highway Enforcement—Captain Sam Ketchum

Drug Recognition Expert Program—Captain Sam Ketchum

Executive Protection and Capitol Security—Major Russ Wheatley

FBI CJIS Systems Officer - Leila McNeill, Bureau of Criminal Identification (Bylaws of the FBI CJIS Advisory Board and Working Groups)

FBI National Academy Associates, Idaho ~ Montana Chapter Region IV Chairman – Lt. Colonel Bill Gardiner

Governor’s Cyber Security Task Force—Director

HIDTA— Major Russ Wheatley

Idaho Criminal Intelligence Center—Major Russ Wheatley

Idaho Criminal Justice Commission – Director

Idaho Leadership Education and Development Academy— Lt. Colonel Bill Gardiner

Idaho Public Safety Communications Commission – Captain Jens Pattis

Idaho Public Safety and Security Information System (ILETS) Board – Director and Major Matt Smith

Idaho School Safety and Security Board—Captain Sam Ketchum

Idaho Technology Authority—Lt. Colonel Bill Gardiner

Idaho Traffic Records Coordinating Committee – Captain Shawn Staley

Idaho Traffic Safety Commission—Lt. Colonel Sheldon Kelley

ISETS Security Officer – Ross Houck, Bureau of Criminal Identification (IDAPA 11.10.01.024)

Information Technology Leadership Council—Kayne Tisdale

International Justice and Public Safety Network (NLETS) – Sandra Kelleher, Bureau of Criminal Identification

ISP Agency Clerks— Nichole Harvey (ABC), Leila McNeill (BCI), Katrina Ramey (HQ), TBD (HR), Anisha Jones (Racing), Amy Campbell (Sex Offender Registry) Kelsey Woodward (POST).

ISP K9 Program—Captain Sam Ketchum

ISP Radio Frequency Use Coordination – Captain Jens Pattis

ISP Training – Captain Sam Ketchum

Joint Terrorism Task Force (JTTF)—Major Russ Wheatley

Law Enforcement Support Office (LESO)/1033 Program –Tecia Ferguson

Management Efficiency Review Coordinator— Lt. Colonel Bill Gardiner

Medical Countermeasures Security Plan – Captain Sam Ketchum

National Alliance of State Drug Enforcement Agencies—Captain Sam Ketchum

National Consortium for Justice Information and Statistics (SEARCH) Representative – Leila McNeill

National Crime Prevention and Privacy Compact State Compact Officer – Leila McNeill, Bureau of Criminal Identification

Notary Public Bond Application “Department Head or Designee” – Major/Manager

Peace Officer Standards and Training Council – Director

POST Certificate Applications – All Majors, Headquarters Captains, Bonnie Olay

POST Subpoenas for Decertification Investigations – designee for issuing and signing subpoenas is **POST Division Administrator Brad Johnson**

Recon Program—Captain Fritz Zweigart

Rocky Mountain Information Network – Director

Rules Review Officer— Lt. Colonel Bill Gardiner

Seizures and Forfeitures—Captain Sam Ketchum

State Agency Emergency Coordinator – Captain Shawn Staley

sUAS (Drones) Program—Captain Fritz Zweigart

Surplus Property Disposal – Financial Executive Officer Ken Suchy has the Director's signatory authority to dispose of surplus property.

Title VI Program Coordinator—HRO Bonnie Olay

Tow Trucks—Captain Tyler Jussel

Western Identification Network (WIN) Board – Leila McNeill, Bureau of Criminal Identification (Idaho member appointed pursuant to Bylaws of WIN, Inc.)