

IDAHO STATE POLICE PROCEDURE

01.06 DESIGNEES/APPOINTEES FOR ISP PROCEDURES

- I. **01.07 Developing and Reviewing Procedures and Forms** – The procedures and forms editor is **Business Operations Specialist Tecia Ferguson**

02.06 Public Records Requests—The ISP Records Manager is **Program Manager, Amy Jordan**.

02.07 Records Management – The Records Manager is designated by the Director to coordinate any agency-wide records process reviews. ISP's Records Manager is **Program Manager, Amy Jordan**.

02.10 Training – There is a designated Field Training Coordinator to administer Field Training Officer courses. The Field Training Coordinator is **Lieutenant Allen Ashby**.

There is a designated Communications Officer Training Coordinator. The Communications Officer Training Coordinator is **Captain Tyler Jussel**.

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 ITS Liaison – Ross Houck

Use of Information Technology – The cell phone manager is **Christine Otto**. The System Administrator is managed by **ITS**.

02.12 Use of State Vehicle/Fleet Management – ISP's fleet manager is **Sergeant Scott Dye**. This and other procedures refer to **Financial Specialist Andrea Reilly**.

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 Russ Wheatley**.

03.04 Hiring and Employment Changes – The hiring captain is **Captain Jason Horst**.

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 Jason Horst**.

IDAHO STATE POLICE PROCEDURE

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

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

04.02 Inventory Management – The Fixed Asset System (FAS) Administrator is **Financial Specialist Andrea Reilly**.

04.05 Moving Guidelines – The Financial Executive Officer is **Christine Otto**.

04.07 Purchasing – The FSO Contract Administrator is **Purchasing Agent Randy Byrne**. 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 **Michelle Dieger**.

04.08 Purchasing Card – ISP's P-Card Administrator is **Financial Technician 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 Mike Kish**.

06.06 Special Weapons and Tactics Team—SWAT Coordinator—**Lieutenant Kirt Grothaus**. SWAT Major—**Major Matt Smith**.

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. Colonel Fritz Zweigart**.

06.23 Honor Guard – Honor Guard Commander is **Lieutenant Brandalyn Crapo**. Honor Guard Coordinator is **Captain Mike Kish**.

IDAHO STATE POLICE PROCEDURE

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 Jason Horst**.

Other Appointments

Agency Legislation Coordinator— Lt. Colonel Russ Wheatley

Agency Representative for Employees in Small Claims Actions – Major Shawn Staley

Amber Alert Coordinator is Audit and Training Associate Kara Kelley

Association of State Criminal Investigative Agencies—Lt. Colonel Fritz Zweigart.

Boise Airport “Security Identification Display Area” badge authorization – Major Jens Pattis.

Continuity of Operations (COOP)—Captain Tyler Jussel.

Domestic Highway Enforcement—Special Investigation Unit Lieutenant

Drug Recognition Expert Program—Captain Jason Horst.

Executive Protection and Capitol Security—Major Jens Pattis.

FBI CJIS Systems Officer – Bureau Chief 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 – Director/Colonel Bill Gardiner

Governor’s Cyber Security Task Force—Director/Colonel Bill Gardiner

HIDTA—Lt. Colonel Russ Wheatley

Idaho Criminal Intelligence Center—Major Jens Pattis

Idaho Criminal Justice Commission – Director/Colonel Bill Gardiner

IDAHO STATE POLICE PROCEDURE

Idaho Leadership Education and Development Academy— Lt. Colonel Russ Wheatley

Idaho Public Safety Communications Commission – Captain Tyler Jussel

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

Idaho School Safety and Security Board—Captain Jason Horst

Idaho Technology Authority—Lt. Colonel Russ Wheatley

Idaho Traffic Records Coordinating Committee – Captain Mike Kish

Idaho Traffic Safety Commission—Lt. Colonel Fritz Zweigart

IT Information Security Engineer Ross Houck, Bureau of Criminal Identification (IDAPA 11.10.01.024)

Information Technology Leadership Council—ITS

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

ISP Agency Clerks— Licensing and Litigation Manager Nichole Harvey (ABC), Bureau Chief Leila McNeill (BCI), Program Manager Amy Jordan (HQ), DHR (HR), Business Operations Manager Anisha Jones (Racing), Criminal Records Supervisor Amy Campbell (Sex Offender Registry), Management Assistant Kelsey Woodward (POST).

ISP K9 Program—Special Investigations Lieutenant

ISP Radio Frequency Use Coordination – Captain Tyler Jussel

ISP Training – Captain Mike Kish

Joint Terrorism Task Force (JTTF)—Sergeant Troy DeBie

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

Management Efficiency Review Coordinator— Lt. Colonel Russ Wheatley

Medical Countermeasures Security Plan – Captain Jason Bailey

IDAHO STATE POLICE PROCEDURE

National Alliance of State Drug Enforcement Agencies—Captain Jason Horst

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

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

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

**Peace Officer Standards and Training Council – Director/Colonel Bill
Gardiner**

**POST Certificate Applications – All Majors, Headquarters Captains, Human
Resource Officer Bonnie Olay**

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

Recon Program—Captain Mike Kish

Rocky Mountain Information Network – Director/Colonel Bill Gardiner

Rules Review Officer— Lt. Colonel Russ Wheatley

Seizures and Forfeitures—Captain Jason Horst

State Agency Emergency Coordinator – Captain Jason Bailey

sUAS (Drones) Program—Specialist Aaron Aikele

Surplus Property Disposal – Financial Executive Officer Christine Otto has
the Director’s signatory authority to dispose of surplus property.

Title VI Program Coordinator—Human Resource Officer Bonnie Olay

Tow Trucks—Captain Mike Kish

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