

01.06 DESIGNEES/APPOINTEES FOR ISP PROCEDURES

01.07 Developing and Reviewing Procedures and Forms – The procedures editor is **Amy Jordan**. The forms editor is **Amy Jordan**.

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 **Amy Jordan**.

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 Kevin Haight**.

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 **Justin Freeman**. The System Administrator is **Chris Kelley**.

02.12 Use of State Vehicle/Fleet Management – ISP's fleet manager is **Sergeant Aaron Bingham**. This and other procedures refer to the Business Operations Specialist (BOS). The ISP BOS is **Justin Freeman**.

02.17 Agency Use of Social Media – the Communications Director is **Lynn Hightower**.

03.01 Administrative Review and Investigation – The OPS Coordinator is appointed by the Director. ISP's OPS Coordinator is **Captain Russ Wheatley**.

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 Vern Hancock**.

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 – Section B.5. refers to a CHOICE Coordinator. The CHOICE Coordinator is **Dessi Blagoeva**.

04.02 Inventory Management – The Fixed Asset System (FAS) Administrator is **Justin Freeman**; the FAS Manager is **Diane Fisher**.

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 Director**. The Senior Buyer is **Debie Beavers-Rudolph**.

04.08 Purchasing Card – ISP’s P-Card Administrator is **Linda Gosse**.

05.03 On-Duty Injury or Death – The Director or designee is charged with determining whether or not a second party induced a peace officer’s on-duty injury. The designee for this function is the **Deputy Director**.

05.08 Use of Naloxone by ISP Personnel—Naloxone Agency Coordinator—**Captain Russ Wheatley**.

06.06 Special Weapons and Tactics Team—SWAT Coordinator—**Captain John Ganske**. SWAT Major—**Major Bill Gardiner**.

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 **Deputy Director**.

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 **Specialist Daniel Brennan**.

08.07 Special Projects – The ISP OCDETF Coordinator is **Captain Russ Wheatley**.

Other Appointments

Agency IT Security Coordinator – **Steven Higgins**, Criminal Justice Information Systems (ITRMC Policy 4110)

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

Amber Alert Coordinator—**Tanea Parmenter**

Boise Airport “Security Identification Display Area” badge authorization – **Captain Vern Hancock**

Continuity of Operations (COOP)—**Captain Kevin Haight**.

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
– Major Bill Gardiner

Governor’s Cyber Security Task Force—Director

HIDTA—Major Kevin Hudgens

Idaho Criminal Justice Commission – Director

Idaho Public Safety Communications Commission – Colonel Kedrick Wills

Idaho Public Safety and Security Information System (ILETS) Board – Director and
Major Charlie Spencer

Idaho's "Safe and Drug Free Schools" Advisory Board – Director

Idaho Technology Authority—Major Bill Gardiner

Idaho Traffic Records Coordinating Committee – Captain Shawn Staley

Idaho Traffic Safety Commission—Deputy Director

ILETS Security Officer – Matt Mennear, Bureau of Criminal Identification (IDAPA
11.10.01.024)

Information Technology Leadership Council—Steven Higgins

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

ISP Agency Clerks— Nichole Harvey (ABC), Leila McNeill (BCI), Amy Jordan
(HQ), Howard Slack (HR), Ardie Noyes (Racing), Carol Redding (Sex Offender
Registry) Kelsey Woodward (POST).

ISP Radio Frequency Use Coordination – Captain Kevin Haight

Law Enforcement Support Office (LESO)/1033 Federal Excess Equipment Program
–Amy Jordan, Headquarters

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, Kristy Bobish-Thompson

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

Rocky Mountain Information Network – Director

Rules Review Officer—Major Charlie Spencer

State Agency Emergency Coordinator – Captain Shawn Staley

Medical Countermeasures Security Plan – Captain Brad Doty

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

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