**Section 120.40 Compliance with Laws and Regulations**

a) Employees shall obey all federal, State, and local laws and applicable court decisions and orders related to the performance of their services to the Department.

b) Employees shall verbally report as soon as possible and shall submit a written report within five working days after any:

1) Arrest, indictment or conviction for a felony or a misdemeanor, other than a minor traffic offense such as a parking ticket, to their immediate supervisor. Driving under the influence is a reportable offense. The report shall specify the facts forming the basis for the arrest, indictment, or conviction and the caption of the case.

A) Any employee who is convicted after March 1, 1998 of a domestic violence crime as defined in the Federal Gun Control Act and who may be required to possess, transport, or receive a weapon or ammunition in the performance of his or her duties shall be terminated from employment.

B) Any employee who is charged and convicted of a felony shall be terminated from employment.

2) Order of protection against any employee. The report shall specify the facts for the order of protection and include a caption of the case and the length of the order.

A) Any employee who has an order of protection against him or her shall provide a copy of the order of protection or emergency or amended order of protection with his or her written report.

B) Any employee who has an order of protection against him or her that prohibits the possession or use of a firearm shall not be issued a weapon for the duration of the order.

C) Any employee whose order of protection prohibits the possession or use of firearms and is for a length of time exceeding 90 days and who may be required to possess, transport, or receive a weapon or ammunition in the performance of his or her duties shall be terminated from employment.

3) Admission as an inpatient in a mental hospital, if the employee is authorized to carry a firearm.

A) Any employee who has been admitted as an inpatient in a mental health hospital in the last five years is prohibited from receiving a firearm or ammunition.

B) Following an admission as an inpatient in a mental health hospital, employees authorized to carry a firearm shall submit either a court order or waiver from the State Police pursuant to 430 ILCS 65/10(c) lifting the prohibition from possession of a firearm and firearms ammunition or be terminated.

c) Employees shall comply with departmental rules, written procedures, bulletins and written or verbal orders issued by Department authorities.

d) Employees shall utilize State equipment, property, or services only as authorized by the job assignment.

e) Employees shall have a valid driver's license and, at minimum, be covered by liability insurance prior to transporting offenders in vehicles.

f) Employees shall cooperate with any investigation conducted by internal investigators and other investigative authorities, including the Office of the Executive Inspector General.

g) Employees shall respect the confidentiality of information and shall be prohibited from accessing or disclosing information such as, but not limited to, investigations, offender records, and personnel issues, except to the extent required in the performance of their job duties.

h) Employees shall not intentionally perform any prohibited political activity during any compensated time other than benefit time such as vacation, personal, holiday, compensatory, or equivalent earned time. Employees shall not intentionally misappropriate any State property or resources by engaging in prohibited political activity for the benefit of any campaign for elective office or any political organization.

(Source: Amended at 30 Ill. Reg. 6329, effective April 1, 2006)