

ILLINOIS STATE POLICE PER-023, DEPARTMENT CERTIFICATES AND SERVICE PIN PROGRAMS

RESCINDS: PER-023, 2022-078, 02-28-2022.	REVISED: 01-03-2023 2023-109
RELATED DOCUMENTS: EQP-007, PER-021, PER-039	RELATED CALEA STANDARDS (6th Edition): 26.1.2

I. POLICY

The Illinois State Police (ISP) will recognize:

- I.A. Employees who separate from the Department in good standing as defined in ISP Directive PER-039, "Separation from Employment"
- I.B. Employees who have completed five-year increments of service
- I.C. Sworn personnel who are promoted in rank
- I.D. Successful completion of specialized training

II. RESPONSIBILITIES

The Logistics Bureau, Division of Justice Services (DJS), is responsible for the preparation of certificates. The Quartermaster, Division of the Academy and Training (DAT), is responsible for the distribution of service pins to an employee's chain-of-command.

III. PROCEDURES

III.A. Department Certificates

III.A.1. Types of certificates

III.A.1.a. Certificate of Recognition - awarded to recognize:

- III.A.1.a.1) Exceptional employee effort; or
- III.A.1.a.2) For voluntary separation of an employee in good standing who has completed more than one but less than 20 years of ISP service.

III.A.1.b. Commission - awarded upon completion of the Academy cadet class, rank advancement, and upon promotion in rank.

III.A.1.c. Certificate of Training - awarded upon completion of eight hours or more of specialized training including but not limited to:

- III.A.1.c.1) Special Agent training
- III.A.1.c.2) Special Weapons and Tactics Team training
- III.A.1.c.3) In-service training conducted by ISP consisting of at least one day of instruction

III.A.1.d. Special Certificate - awarded as deemed necessary. The certificate format will not resemble the format of other department certificates.

III.A.1.e. Retirement – A uniquely designed certificate recognizing a sworn or code employee who retires in good standing with more than 20 years of service with the agency.

NOTE: Officers serving in the Protective Services Unit who were formerly employed as an officer by the Illinois Department of Central Management Services (CMS) may add such time to their sworn ISP time to reach the 20 years of sworn ISP service.

III.A.2. Certificate requests

- III.A.2.a. Requests will be submitted through the chain-of-command to the appropriate Deputy Director, or designee, for review and approval.
- III.A.2.b. Requests for certificates for departing employees will be initiated by the Office of Human Resources (OHR), OOD, or respective division upon receipt of an Illinois State Police Officer Action Request (OAR), form ISP 2-094/Illinois State Police Personnel Action Request (PAR), form ISP 2-039.
- III.A.2.c. Requests for printing will be submitted on an Illinois State Police Central Printing Section Services Request, form ISP 2-296 , and submitted to the Logistics Bureau, DJS through the appropriate Division Forms Coordinator. The print request will include all relevant information.

III.A.3. Depending on who will present the certificate and circumstances regarding the reason for the award (see ISP Directive PER-021, "Department Awards and Service Ribbons Program"), a Troop/Zone Commander/Bureau Chief/Laboratory Director, or above, may sign Certificates of Recognition.

III.A.3.a. The Director will sign Commissions, and Special Certificates, and retirement Certificates.

NOTE: Work units will ensure copies of Certificates of Recognition and Commissions are forwarded to the OHR for placement in the employee's personnel file.

III.A.3.b. The appropriate Deputy Director, or designee, will sign Certificates of Training. Work Units will ensure copies of such certificates are placed in the employee's personnel file and the appropriate entries are made into LMS.

III.B. Department Service Pins

A service pin designating the appropriate number of years will be presented to all employees upon the completion of 5, 10, 15, 20, 25, 30, 35, 40 and 45 years of service with ISP.

| Indicates new or revised items.

-End of Directive-