

## ILLINOIS STATE POLICE DIRECTIVE ADM-141, DEPARTMENT EMBLEMS

<b>RESCINDS:</b> New Directive	<b>REVISED:</b> 11-01-2023 <span style="float: right;"><b>2023-171</b></span>
<b>RELATED DOCUMENTS:</b> ADM-104, ADM-140, EQP-011, PER-015, PER-035, PER-130, ROC-002	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> None

### I. POLICY

The Illinois State Police (ISP) will establish official emblems for the Department and each Division. The ISP will further establish rules for the usage of Department emblems.

### II. AUTHORITY

- II.A. 5 ILCS 420, "Illinois Governmental Ethics Act"
- II.B. 20 ILCS 430, "State Officials and Employees Ethics Act"
- II.C. 20 ILCS 2610/2, "Illinois State Police Act, Responsibilities of Director"
- II.D. 720 ILCS 5/17-2 et seq., "False Personation; Solicitation"

### III. DEFINITIONS

- III.A. Department Seal – the official insignia representing the ISP.
- III.B. Division Seal – an official insignia representing a division within the ISP.
- III.C. Emblem – any official patch, seal, flag, vehicle decal, image of an official ISP star or patch, or other actual or image of official insignia used to represent the ISP.
- III.D. Patch – an embroidered cloth insignia affixed to garments. Official ISP patches include:
  - III.D.1. ISP star cloth badge (gold and silver)
  - III.D.2. ISP uniform sleeve patch
  - III.D.3. ISP Clerk sleeve patch
  - III.D.4. ISP Executive Security Guard sleeve patch
  - III.D.5. ISP Forensic Sciences sleeve patch
  - III.D.6. ISP Pipes and Drums sleeve patch
  - III.D.7. ISP Protective Services sleeve patch
  - III.D.8. ISP Radio sleeve patch
  - III.D.9. ISP Truck Weight Inspector sleeve patch

### IV. RESPONSIBILITY

- IV.A. It is the responsibility of every employee to ensure ISP emblems are not used in a manner that discredits the integrity of the Department.
- IV.B. The Director, or designee, is responsible for approving the Department seal, Department emblems, and Division seals.
  - IV.B.1. The Office of the Director (OOD) shall maintain all official department and division seals.
  - IV.B.2. The OOD shall ensure the official department and division seals are available to department personnel on the ISP intranet SharePoint portal.
  - IV.B.3. The Director may approve and authorize the use of alternative seals for special occasions and events.

- IV.B.4. The Director may approve the use of official ISP seals by other law enforcement agencies, federal agencies, or state agencies when acting in partnership with that agency.
  - IV.C. Deputy Directors are responsible for ISP emblems relating to their division, including maintaining division flags for ceremonial purposes (see ISP Directive OPS-036. "Military Courtesy and Formations").
  - IV.D. Work unit Commanders are responsible for ensuring only official ISP seals are used on ISP products produced by their unit and the misuse of ISP emblems discrediting the integrity of the Department does not occur by personnel within their command.
  - IV.E. The Public Information Office (PIO), OOD, will develop and maintain an official branding guide which will contain specifications for approved ISP emblems.
- V. PROCEDURES
- V.A. The OOD and each ISP Division will adopt an official seal. Requests for revision of official department and division seals will be submitted to the Director for review and approval.
  - V.B. ISP graphic artists, if available, may provide assistance with the development of ISP seals in accordance with ISP Directive ADM-104, "Forms Management."
    - V.B.1. Requests for graphic artist assistance will be submitted to the Division of Justice Services (DJS).
    - V.B.2. If ISP graphic artists are not available, requests for graphic art assistance may be submitted to the Illinois Office of Communication and Information (IOCI), Central Management Services (CMS), by the DJS.
    - V.B.3. Requests made to the IOCI are subject to the approval of the IOCI.
  - V.C. The OOD and each ISP Division will adopt an official flag. Requests for revisions of official department and division flags will be submitted to the Director for review and approval.
  - V.D. The Division of Patrol (DOP) Troops will adopt a Troop Guidon. Requests for revision of Troop Guidons will be submitted to the DOP Deputy Director for review and approval.
- VI. RULES AND REGULATIONS
- VI.A. ISP employees will only use official ISP seals on ISP documents and work products.
    - VI.A.1. Employees will not modify official seals or use old versions of seals on ISP products.
    - VI.A.2. Old versions of seals may only be used when recreating historical documents or for historical purposes, such as presentations depicting the evolution of a work unit or division.
  - VI.B. ISP employees will use official ISP emblems only for official ISP business.
    - VI.B.1. ISP emblems may be used by Department personnel while holding themselves out as having an official capacity, or while in the performance of official duties.
    - VI.B.2. ISP employees may use official ISP emblems for business-related purposes, such as ISP business cards.
    - VI.B.3. Only official ISP patches may be affixed to ISP garments. Official ISP patches may not be affixed to non-ISP garments.
    - VI.B.4. ISP employees will not display or use ISP emblems for any solicitation, political activity, secondary employment, or personal gain.

- VI.B.4.a. Use of official ISP emblems by ISP employees in violation of the Ethics Act, any Illinois statute, any ISP directive, or the State of Illinois Code of Personal Conduct is prohibited.
  - VI.B.4.b. ISP employees may not use official ISP emblems to falsely identify themselves or falsely give the appearance of being a law enforcement officer.
- VI.C. Requests to use official ISP emblems by outside agencies shall be forwarded through the chain-of-command to the OOD for approval.
- VI.D. The use of official ISP emblems for the purpose of producing any materials for resale is prohibited without the express written consent of the Director.

**-End of Directive-**

**ILLINOIS STATE POLICE DIRECTIVE  
ADM-141, DEPARTMENT EMBLEMS  
ADDENDUM 1, OFFICIAL SEALS**

<b>RESCINDS:</b> New Addendum	<b>REVISED:</b> 11-01-2023 <b>2023-171</b>
<b>RELATED DOCUMENTS:</b> ADM-104, ADM-140, EQP-011, PER-015, PER-035, PER-130, ROC-002	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> None

I.    ISP Official Department Seals



II.    Division of the Academy and Training Official Seal



III.    Division of Criminal Investigation Official Seal



IV. Division of Internal Investigation Official Seal



V. Division of Forensic Services Official Seal



VI. Division of Justice Services Official Seal



VII. Division of Patrol Official Seal



VIII. Division of Statewide 9-1-1 Official Seal



**-End of Addendum-**

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ADDENDUM 2, OFFICIAL PATCHES AND STAR IMAGES**

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I. ISP official patches

I.A. ISP star cloth badge



I.B. ISP sleeve patches



II. ISP star images and graphics



**-End of Addendum-**