

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

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| <b>RESCINDS:</b><br>PER-023, 2012-022A, 10-25-2012. | <b>REVISED:</b><br>03-23-2017 <b>2017-016</b> |
| <b>RELATED DOCUMENTS:</b><br>EQP-007, PER-021       | <b>RELATED CALEA STANDARDS:</b><br>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 or more years 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 Administration (DOA), is responsible for the preparation of certificates, ordering plaques for departing employees and 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 exceptional employee effort or 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.2. Certificate requests

- III.A.2.a. Requests will be submitted through the chain-of-command to the appropriate Colonel, 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, 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 (both forms are available in the ISP Document Library at <http://maphome/documentlibrary/>), and verification of employment dates.
- III.A.2.c. Requests for printing will be submitted on an Illinois State Police Central Printing Section Services Request, form ISP 2-296 (this form is available in the ISP Document Library at <http://maphome/documentlibrary/>), and submitted to the

Central Printing Section, Logistics Bureau, through the appropriate Division Forms Coordinator. The print request will include:

- III.A.2.c.1) The type of certificate
- III.A.2.c.2) Recipient name
- III.A.2.c.3) Date of presentation or occurrence
- III.A.2.c.4) Certificate language
- III.A.2.c.5) Name and title of person signing the certificate

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 District/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.

**NOTE:** Work units will ensure copies of Certificates of Recognition and Commissions are forwarded to the Public Safety Shared Services Center for placement in the employee's personnel file.

III.A.3.b. The appropriate Colonel, 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 Plaques

III.B.1. A distinctive plaque will be awarded to:

III.B.1.a. Employees who separate in good standing and who have completed a minimum of 20 years of ISP service.

III.B.1.b. Employees who separate in good standing and with less than 20 years of ISP service, but who have purchased time to reach a total of 20 years of ISP service and are eligible to draw a pension.

**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.B.2. Other plaques

III.B.2.a. If ISP funds are used, the Director or appropriate Colonel must approve requests to procure special plaques for employees or to recognize persons/groups outside the Agency such as at the ISP Awards Ceremonies.

III.B.2.b. Those approving the requests will also designate who will present the plaques and when the presentation will occur.

**NOTE:** The Director or appropriate Colonel reserves the right to approve requests to procure special plaques for employees or to recognize persons/groups outside the Agency as needed, such as at the ISP Awards Ceremony.

III.C. 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-**