

# ILLINOIS STATE POLICE

## EQP-011, STARS AND IDENTIFICATION CARDS

<b>RESCINDS:</b> EQP-011, 2016-028A, revised 03-31-2017.	<b>REVISED:</b> 12-18-2019 <b>2019-010</b>
<b>RELATED DOCUMENTS:</b> EQP-013, PER-030, PER-039, PER-040, PER-103	<b>RELATED CALEA STANDARDS:</b> 17.5.2, 22.2.7

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Issue stars to officers and inspectors identifying the bearer as a peace officer.
- I.B. Issue identification (ID) cards to employees verifying the personal identity of the bearers and their relationship to the ISP.
- I.C. Require all employees to prominently display personal identification (ID card and/or star only) when on ISP premises.
- I.D. Provide, upon request, an ID card to each retiree, sworn and code, determined to be in good standing, after the retiree relinquishes previously issued IDs.
- I.E. Provide, upon request, an ID card to each sworn officer who separates in good standing from the Department with an aggregate of ten years or more of law enforcement service as outlined in 18 U.S.C. § 926C, after the separated employee relinquishes previously issued ID.
- I.F. In accordance with 20 ILCS 2610/17b, allow, upon request and the payment of a fee, an officer who is retiring in good standing in accordance with ISP Directive PER-039, "Separation from Employment," to receive their official ISP stars that have their identification number affixed or a star without their identification number for each rank attained if the rank was attained at time when identification numbers were not affixed. The fee will be the replacement cost of one ISP star to receive all three stars of each rank attained during employment. The conditions of I.F. of this policy are subject to the availability of the stars at the time of separation and if the purchase of new equipment is mandated to provide the separating officer a star.
  - NOTE:** The officer who is retiring in good standing and has completed 20 years of ISP service or who has purchased time to reach a total of 20 years of ISP service will be issued a "retired" ISP star by the Department. 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 ISP service and who retire in good standing will be issued a "retired" ISP star by the Department. The Director, using discretion and on a case by case basis, may waive the 20-year service requirement. It is the intent of the Department to allow officers to receive all of the official ISP stars issued during their career for nostalgia/memorabilia purposes and not for identification or unlawful use.
- I.G. Require employees, to whom such symbols of authority are issued, to make every reasonable effort to ensure the security and safekeeping of stars and ID cards at all times and impose sanctions for failure to do so.

### II. AUTHORITY

18 U.S.C. § 926C - Law Enforcement Officers' Safety Act Improvements Act of 2010, "Carrying of Concealed Firearm by Qualified Retired Law Enforcement Officers."

### III. DEFINITIONS

- III.A. Good Standing – an employee's status upon separating from the Department, based on guidelines established in PER-039, Section IV.B. for sworn officers, and Section IV.C. for code employees, at the time of their separation.

III.B. Retirement - the separation of an employee from the Department who separates in good standing and who has completed a minimum of 20 years of ISP service or who has purchased time to reach a total of 20 years of ISP service.

**NOTE:** Code employees, including 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 their service time from other state agencies to their ISP time to reach the 20 years of ISP service.

III.C. Resignation - the voluntary separation of an employee from their position with the Department prior to completing 20 years of ISP service.

#### IV. PROCEDURES

##### IV.A. ISP stars

IV.A.1. The Logistics Bureau, Division of Administration, will issue to sworn personnel:

- IV.A.1.a. Two domed ISP stars
- IV.A.1.b. One flat ISP star

IV.A.2. Each star will include:

- IV.A.2.a. The officer's rank
- IV.A.2.b. The officer's ID number
- IV.A.2.c. On the back, an inventory control number

IV.A.3. An officer who is placed on restricted duty pending/under investigation, terminated, suspended from duty with no legal standing or authority to act under color of law as a police officer, or on a leave of absence for more than 30 days (except in the case of an approved medical leave of absence where the officer remains eligible to carry a firearm), will be required to return all issued stars to their supervisor at the beginning of the restricted duty, applicable suspension or leave, or termination. Officers failing to surrender their stars must reimburse the Department in accordance with ISP Directive EQP-013, "Return of State Owned Items of Issue."

IV.A.4. An officer voluntarily separating from the Department will be required to return all issued stars to the Quartermaster unless eligible to retain their stars pursuant to this policy. Officers failing to surrender their stars must reimburse the Department in accordance with ISP Directive EQP-013, "Return of State Owned Items of Issue."

IV.A.5. Supervisors will forward all surrendered stars to the Quartermaster (stars may be kept at the work location during a suspension or leave of absence (LOA) not exceeding 60 days).

IV.A.6. Stars not retained by the officer in accordance with Section I.F. will be forwarded to the Quartermaster.

IV.A.7. Stars that will not be reissued (permanently separating employee was not in good standing or chose not to retain stars) will be processed for disposal by the Quartermaster, in conjunction with the Statewide Evidence Vault's evidence disposal/destruction schedule.

##### IV.B. ISP ID cards

IV.B.1. The employee's supervisor will contact the work location ID Coordinator to schedule the employee for a photograph within the first week of employment. The ID Coordinator will forward the image via e-mail to the Imaging Section, Director's Office, Office of Human Resources, within seven days of employment in order for the ID cards to be issued and forwarded to the work location for distribution.

IV.B.2. Each employee of the ISP will receive two official ISP ID cards. The ID cards will bear:

- IV.B.2.a. A photograph of the employee
  - IV.B.2.b. The employee's name
  - IV.B.2.c. Other information as required
- IV.B.3. The Director may permit ID cards to be issued to other individuals who perform official duties or represent the ISP.
- IV.B.4. Upon request, and upon turning in current issued ISP ID cards, the ISP will issue to all retired ISP employees determined to be in good standing an ISP ID card recognizing their retired status. Such ID card will indicate "**RETIRED**" in green lettering. Sworn retired ISP employees who meet the above requirement will be issued an ID card indicating they have met all the provisions of 18 U.S.C. § 926C.
- IV.B.5. Upon request, and upon turning in current issued ISP ID cards, the ISP will issue to all sworn ISP employees who have resigned from the Department and are in good standing, an ISP ID card recognizing their resigned status from the Department with an aggregate of ten years or more law enforcement service in accordance with 18 U.S.C. § 926C. Such ID card will indicate "**SEPARATED**" in green lettering.
- IV.B.6. Upon request, and upon turning in current issued ISP ID cards, the ISP will issue to all sworn ISP employees who resign in good standing, but have not met the requirements as a qualified retired law enforcement officer per 18 USC § 926C and cannot participate in a qualification shoot, an ISP ID card recognizing their retired status. Such ID cards will indicate "**SEPARATED**" in red lettering.
- IV.B.7. At all times, while on duty, employees will wear the ID card and/or star when on ISP premises.
- IV.B.7.a. Sworn employees in uniform displaying the ISP star need not display the ID card.
  - IV.B.7.b. Officers in business attire have the option of either wearing their star in a visible location or prominently displaying the ID card.
  - IV.B.7.c. If the ID card is displayed, it will be prominently displayed so the employee's photo is visible.
  - IV.B.7.d. While working undercover, officers must display their ID card or star when on ISP premises, unless it would jeopardize the officer's safety or an ongoing investigation.
- IV.B.8. Return of ID cards
- IV.B.8.a. Sworn personnel
    - IV.B.8.a.1) An officer who is placed on restricted duty pending/under investigation, terminated, suspended from duty with no legal standing or authority to act under color of law as a police officer, or on a leave of absence for more than 30 days (except in the case of an approved medical leave of absence where the officer remains eligible to carry a firearm), will be required to return both ID cards and all other applicable equipment to their immediate supervisor at the beginning of the restricted duty, applicable suspension, or leave, separation or termination.

**NOTE:** For purposes of identification and facility access, officers placed on restricted duty will be issued an ISP identification card reflecting their restricted duty status. This identification card will be worn in accordance with section IV.B.7. of this directive.
    - IV.B.8.a.2) The supervisor will forward all surrendered ID cards to the Imaging Section (ID cards may be kept at the work location during a suspension or LOA not exceeding 60 days). A retired ID request, if applicable, will be sent to the Imaging Section when an

Officer Action Request (OAR) or Personnel Action Request (PAR) is submitted.

IV.B.8.b. Civilian personnel

- IV.B.8.b.1) A code employee suspended for more than two days, on a leave of absence for more than 30 days, voluntarily separating from the Department, or who is terminated will be required to return both ISP ID cards to their supervisor at the beginning of the suspension, leave, separation, or termination.
- IV.B.8.b.2) Supervisors will forward all relinquished ID cards to the Imaging Section, along with a retired ID request, if applicable (ID cards may be kept at the work location during a suspension or LOA not exceeding 60 days).

IV.B.9. Contractual employees and visitors

IV.B.9.a. Contractual employees will receive one official vertical ISP ID card within seven days of employment.

IV.B.9.a.1) The card will be color-coded according to the Division of employment and bear:

- IV.B.9.a.1)a) A photograph of the employee
- IV.B.9.a.1)b) The employee's name
- IV.B.9.a.1)c) The start date and expiration date that is one year later
- IV.B.9.a.1)d) Other information, as required

IV.B.9.a.2) Each Division is responsible for ensuring the ID card is:

- IV.B.9.a.2)a) Issued
- IV.B.9.a.2)b) Prominently displayed
- IV.B.9.a.2)c) Returned when the employee leaves the Department

IV.B.9.b. All visitors to ISP facilities will be issued a visitor's card by the facility being visited. A log will be maintained identifying the visitor's name, work telephone number, and the number of the card assigned to the visitor.

- IV.B.9.b.1) The visitor's card must be prominently displayed while in an ISP facility.
- IV.B.9.b.2) Each facility and/or work unit supervisor is responsible for monitoring and ensuring the visitor's card is returned once the individual leaves the ISP facility.

IV.C. Lost/stolen ISP star and/or ID card

IV.C.1. Sworn personnel (including ISP code Inspectors)

IV.C.1.a. Each person to whom the ISP has issued ID cards and/or ISP stars will:

- IV.C.1.a.1) Make every reasonable effort at all times to prevent theft or loss of such items.
- IV.C.1.a.2) Immediately upon determination that a star or ID card is missing, report the theft or loss to their immediate supervisor, if available, or to their unit headquarters and follow such verbal notification with a completed Field Report detailing the circumstances surrounding the disappearance. If an ID has been lost or stolen, a copy of the Field Report will be provided to the work location ID Coordinator to

forward to the Imaging Section along with a request for replacement.

- IV.C.1.b. The supervisor to whom the disappearance is reported will ensure the loss or theft is entered into Law Enforcement Agencies Data System (LEADS) (serialized article file) and an administrative message reporting the disappearance is sent to the Springfield Communications Center. In all cases the supervisor must contact the Division of Internal Investigation (DII). DII will assign a Personal Complaint (PC) case number when the loss is believed to be avoidable.
- IV.C.1.c. The employee's Unit Commander will take appropriate action to verify the facts surrounding the loss and follow up reporting and will submit a written report and accompanying documentation through the chain-of-command to their Colonel within 30 days from date of notification. The written report will include the Commander's assessment of whether or not the loss was avoidable and an assessment of the employee's negligence.
- IV.C.1.d. The intermediate Commanders will add their written concurrence or nonconcurrence with the conclusion and forward the report to the appropriate Deputy Director or the First Deputy Director.
- IV.C.1.e. The employee's Deputy Directory or the First Deputy Director, as appropriate, will determine whether the loss of the star or ID card was avoidable. In either case, officers will receive notification of the finding and its factual justification. If the finding is:
  - IV.C.1.e.1) Unavoidable, a replacement star and/or ID card will be issued to the employee at no cost.
  - IV.C.1.e.2) Avoidable, but not as a result of gross negligence, the employee will be required to pay replacement cost.
  - IV.C.1.e.3) Avoidable or due to negligence, and associated with other violations, the loss of the star and/or ID card may be included in determination of the appropriate penalty for the misconduct (see ISP Directive PER-030, "Complaint and Disciplinary Investigations").

#### IV.C.2. Code personnel

- IV.C.2.a. Loss of ID cards by code employees will require the employee to immediately notify their immediate supervisor and prepare a memorandum detailing the circumstances of the loss.
- IV.C.2.b. The employee's immediate supervisor will provide the work location ID Coordinator with a copy of the memorandum. The Imaging Section will provide a replacement ID upon request.
- IV.C.2.c. The employee's immediate supervisor will ensure the loss or theft is entered into LEADS.
  - IV.C.2.c.1) If the code employee's missing ID card has a serial number, information must be entered into the LEADS serialized article file and an administrative message reporting the disappearance is sent to the Springfield Communications Center.
  - IV.C.2.c.2) If the code employee's missing ID card does **NOT** have a serial number, information must be entered into the LEADS unserialized file and an administrative message reporting the disappearance sent to the Springfield Communications Center.

**NOTE:** After 60 days, if the ID card has not been found, it must be entered into the LEADS unserialized file a second time. Do not make a third entry into the LEADS unserialized file.

- IV.C.2.d. The employee's immediate supervisor will make an assessment of the employee's negligence and forward their assessment, along with the memorandum prepared by the employee, through the chain-of-command to the employee's respective

Deputy Director or the First Deputy Director for review and final determination of the employee's negligence.

IV.C.2.e. The employee's respective Deputy Director or the First Deputy Director will determine whether the loss of the ID card was avoidable. In either case, employees will receive notification of the finding and its factual justification. If the finding is:

IV.C.2.e.1) Unavoidable, a replacement ID card will be issued to the employee at no cost.

IV.C.2.e.2) Avoidable, but not because of gross negligence, the employee will be required to pay the replacement cost.

IV.C.2.e.3) Avoidable or due to negligence, and associated with other violations, the loss of the ID card may be included in determination of the appropriate penalty for the misconduct (see ISP Directive PER-103, "Code Employee Disciplinary Rules").

#### IV.D. Presentation of identification

To ensure the public can identify and confirm the identity of an ISP officer, officers will comply with a reasonable request by the public to inspect their ISP star and/or identification card.

IV.D.1. Officers will carry their identification cards (and star when carrying a weapon) on their person at all times, except when impractical or dangerous to their safety or to an investigation.

IV.D.2. They will furnish their name and identification number to any person requesting that information when they are on duty or while holding themselves out as having an official capacity, except when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

V. Any exception to this policy will be done in writing and must be approved by the Director.

| Indicates new or revised items.

**-End of Directive-**