

ILLINOIS STATE POLICE DIRECTIVE

PER-021, DEPARTMENT AWARDS AND SERVICE RIBBONS PROGRAM

RESCINDS: PER-021, 2011-024, revised 03-27-2011.	REVISED: 03-06-2018 2018-004
RELATED DOCUMENTS: EQP-007, PER-023, PER-056	RELATED CALEA STANDARDS: 26.1.2

I. POLICY

The Illinois State Police (ISP) will honor individuals or groups who have made an outstanding contribution to the mission and goals of the ISP.

II. DEFINITIONS

The Department presents the following awards and ribbons to employees and citizens of Illinois who have distinguished themselves by significantly contributing to the mission and goals of the ISP. The following awards are presented in their order of importance.

II.A. Medal For Valor

ISP personnel who clearly perform an act of **EXCEPTIONAL BRAVERY**, with an awareness of the possibility that the act could result in great bodily harm or death to themselves.

II.B. Medal For Honor

ISP personnel who clearly accomplish with distinction a heroic act that by its nature results in saving a life, preventing a serious crime, or apprehending a person who committed a serious crime.

II.C. Achievement Medal

II.C.1. ISP personnel performing an outstanding act, or acts, that results in improved administration or operation, substantial savings in labor or operational costs, greatly enhances the mission of the ISP, or brings great credit to the Department.

II.C.2. The act, or acts, must be because of performance beyond the requirements of the normal work assignment.

II.D. Purple Heart Medal

II.D.1. ISP personnel who, while in the performance of their duties, are seriously injured or killed while encountering deadly force or "other actions" causing serious, life threatening injuries or death.

II.D.2. The eligible duties do not include accidental or reckless behavior by the officer.

II.E. Lifesaving Medal

ISP personnel who perform actions or who apply techniques that result in saving or sustaining a human life.

II.F. Meritorious Service Medal

II.F.1. ISP personnel who have clearly made outstanding achievements contributing to the efficiency and/or effectiveness of the Department by consistently performing their duties with outstanding skill, diligence, productivity, judgment, and responsibility.

II.F.2. These achievements must be beyond the requirements of the normal work assignment.

II.G. Director's Award of Distinction

The Director's Award of Distinction may be presented to any individual, agency, or group outside the ISP who gave extraordinary support and assistance to accomplish the goals of the Department.

II.H. Department Commendation

ISP personnel who perform an outstanding police act with diligence, perseverance, or exceptional ability that notably contributes to enhancing the image of the Department, or prepares, directs, or executes a plan, program, or procedure that makes a notable contribution to the efficiency and/or effectiveness of the Department.

II.I. Department Unit Citation

ISP personnel and other individuals from outside the Department who function as a unit and who have exhibited exceptional professional skill and conduct during a coordinated action or who have displayed consistent excellence in carrying out the unit's mission.

II.J. Problem Solving Ribbon

II.J.1. ISP personnel who demonstrate leadership in solving a problem within the Department, in the community, or statewide, in a manner that brought great credit to the Department.

II.J.2. The act or acts must be performed beyond the requirements of the normal work assignment.

II.K. Department Service Ribbon

ISP personnel who served honorably, with distinction, during special details or assignments.

II.L. Certificate of Recognition

ISP personnel and individuals outside the ISP who have exhibited exceptional effort and have significantly contributed to the operation of the Department.

II.M. ISP Officer of the Year

Any Trooper, Trooper First Class, Master Trooper, Senior Master Trooper, Special Agent, Senior Agent, Inspector, Senior Inspector, or Sergeant who has demonstrated outstanding skill, ability, and professionalism in the performance of his or her duties.

II.M.1. A maximum of one officer from each district and zone may be considered along with a maximum of one nomination from each division and command.

II.M.2. It is not mandatory for each work location to submit a nomination.

II.M.3. Recipients of the ISP Officer of the Year will be ineligible to receive the award the following year.

II.N. ISP Telecommunicator (TC) of the Year

Any TC or lead worker who has worked the console ten of the previous twelve months is eligible for this award.

II.N.1. Criteria for nomination includes a weighted system encompassing the candidate's superior performance during a specific incident, program or policy innovation, special project, letter of commendation, committee work, work ethic, personal development, community service, assistance to officers and other agency entities, and use of down time for better station efficiency.

II.N.2. Recipients of the ISP TC of the Year will be ineligible to receive the award the following year.

II.O. ISP Forensic Scientist of the Year

II.O.1. Any Forensic Scientist I, II, or III from the ISP Forensic laboratories who has demonstrated outstanding skill, ability, and professionalism in the performance of his or her duties.

II.O.2. Recipients of the ISP Forensic Scientist of the Year will be ineligible to receive the award the following year.

II.P. External Awards

Members of the ISP who are nominated by the Department for awards given outside the ISP (i.e., the Illinois Law Enforcement Medal of Honor, International Association of Chiefs of Police, International Narcotics Enforcement Officers Association, Illinois Police Association, Policeman of the Year, etc.) must have the appropriate paperwork completed and routed through their Colonel to the Office of the Director for final review and submission.

III. PROCEDURES

III.A. The Department Awards Committee selects the recipients of the:

- III.A.1. Medal For Valor
- III.A.2. Medal For Honor
- III.A.3. Achievement Medal
- III.A.4. Purple Heart Medal
- III.A.5. Lifesaving Medal
- III.A.6. Meritorious Service Medal
- III.A.7. Director's Award of Distinction
- III.A.8. Department Commendation
- III.A.9. Department Unit Citation
- III.A.10. Problem Solving Ribbon
- III.A.11. Department Service Ribbon
- III.A.12. ISP Officer of the Year
- III.A.13. ISP TC of the Year
- III.A.14. ISP Forensic Scientist of the Year

III.B. The Department Awards Committee

III.B.1. The Department Awards Committee is composed of the Department's Colonels, the Department Awards Coordinator, and the Chief of Staff. The First Deputy Director will serve as chairperson.

III.B.2. Duties of the Department Awards Committee

III.B.2.a. The chairperson will call meetings quarterly in January, April, July, and October.

III.B.2.b. The Department Awards Committee will select recipients of department awards based upon the nominations submitted.

III.C. Nominations

- III.C.1. Any department employee may submit nominations for department awards and forward the nomination through his/her chain-of-command. Each Colonel will forward nominations to the Department Awards Coordinator, Office of Human Resources (OHR), Office of the Director (OOD), who will forward a summary of all nominations to the awards committee before the next scheduled meeting.
- III.C.2. Any ISP employee may submit nominations for the ISP TC of the Year and submit the nomination to the appropriate TC's supervisor.
 - III.C.2.a. The supervisor will solicit and collect nominations from district command staff prior to the award review process.
 - III.C.2.b. District sworn nominations of TCs are encouraged for submission to the Review Committee.
 - III.C.2.c. The Review Committee consists of representatives of the Communication Services Bureau, Division of Operations (DOO), and DOO Regional Commanders.
 - III.C.2.d. The Review Committee will forward their recommendations to the Awards Committee for selection.
- III.C.3. Any department employee may complete nominations for the ISP Forensic Scientist of the Year and submit the nomination to the Division of Forensic Services (DFS) Chief of Staff.
 - III.C.3.a. A maximum of one nomination from each of the ISP Forensic Laboratories will be forwarded to the DFS Review Committee for selection.

NOTE: If more than one employee from a particular laboratory has been nominated, the Laboratory Director will select which nomination to forward.
 - III.C.3.b. The DFS Review Committee consists of representatives from the Colonel's staff and Forensic Sciences Command.
 - III.C.3.c. The Review Committee will forward their recommendations to the Awards Committee for selection.
 - III.C.3.d. It is not mandatory for each laboratory to submit a nomination for the Committee's consideration.
- III.C.4. Nominations for a Certificate of Recognition should be forwarded to the District or Zone Commander/Bureau Chief/Lab Director or above, who is authorized to award the certificate without review by the Department Awards Committee.
 - III.C.4.a. A District or Zone Commander/Bureau Chief/Lab Director or above, may sign this certificate.
 - III.C.4.b. The Director will sign all certificates that he/she presents and those submitted to and approved by the Department Awards Committee.
 - III.C.4.c. The Director will also sign all certificates that are presented to employees who voluntarily separate in good standing from the ISP with more than one but less than 20 years of service (see ISP Directive PER-023, "Department Plaques, Certificates, and Service Pin Programs").
- III.C.5. Required Documentation
 - III.C.5.a. All nominations must be typed and the incident described in a concise and complete manner. For nominations of persons not employed by the Department, a complete mailing address and telephone number are required.
 - III.C.5.b. The Individual Award Nomination Form, ISP 1-039, (this document is available in the ISP Document Library at <http://maphome/documentlibrary/>) is used to submit a nomination.
 - III.C.5.c. The Group Award Nomination Form, ISP 1-039a, (this form is available from the ISP Document Library at <http://maphome/documentlibrary/>), is used when submitting a unit/group collectively for an award.

- III.C.5.c.1) The individual submitting the nomination must sign the nomination.
- III.C.5.c.2) The District or Zone Commander/Bureau Chief/Lab Director must verify the accuracy of the facts before signing the form.
- III.C.5.c.3) After the required signatures are obtained, the nomination will be forwarded through the chain of command to the Awards Coordinator.

- III.C.5.d. Group nominations must document the specific contributions of each individual in the group.
- III.C.5.e. Supporting documentation is any document that would enhance the nomination and strengthen its award potential. For example: newspaper articles, photographs, witness statements, medical reports, police reports, outside agency reports, related division or department reports, and any additional documentation.
- III.C.5.f. Forward the original nomination, with all required signatures, any supporting documentation, and seven copies of the nomination and documentation through the chain-of-command to the Awards Coordinator.

III.C.6. Reporting Periods and Deadlines

- III.C.6.a. Nominations must be submitted within 90 days of the act or acts for which the nomination is being made.
 - III.C.6.a.1) A request for exception must be submitted to the First Deputy Director for consideration if any nomination is brought forth later than 90 days following the act or acts.
 - III.C.6.a.2) The Committee will consider only those exceptions approved by the First Deputy Director.
- III.C.6.b. Nominations for investigative-related cases should be submitted within 90 days after the indictment, finding of probable cause, or final trial court disposition. In instances of multiple defendants, after the primary defendant(s) have been indicted, after a finding of probable cause, or final trial court disposition. In cases where deadly force is used, a ruling of justifiable by the prosecuting agency is required before submitting a nomination.
- III.C.6.c. The Department Awards Committee will consider the nominations either in the same quarter in which the act or acts took place or in the following quarter. Deadlines for submissions to be considered during the quarterly meetings are January 15, April 15, July 15, and October 15.

III.D. Presentation of Awards

- III.D.1. Recipients of the Medals For Valor, Honor, Achievement, Purple Heart, Lifesaving, and Meritorious Service, or the Director's Award of Distinction will:
 - III.D.1.a. Be honored and presented the award at the annual awards ceremony or at another appropriate ceremony (command meeting, etc.).
 - III.D.1.b. Receive an appropriate medal in a presentation case and an appropriate ribbon bar, or a crystal award (received only by recipient(s) from outside of the Department) if receiving the Director's Award of Distinction. Code personnel will receive a lapel pin.
- III.D.2. Recipients of the Department Commendation will:
 - III.D.2.a. Receive the award in a manner deemed appropriate by the Colonel. If an ISP employee receiving the award is associated with a group of others receiving an award for the same action, the entire group will be recognized at the region, district, or laboratory level.
 - III.D.2.b. Receive an appropriate ribbon bar, and/or lapel pin, and a certificate signed by the Director and inscribed with the employee's name and the date of the action for which it was awarded.

III.D.3. Recipients of the Department Unit Citation will:

- III.D.3.a. Receive the award in a manner deemed appropriate by the Colonel.
- III.D.3.b. Receive an appropriate ribbon bar, and/or lapel pin, and a letter signed by the Director that will be placed in each employee's personnel file.

NOTE: The unit will receive one certificate signed by the Director and inscribed with the unit's name and a description of the action for which it was awarded.

III.D.4. Recipients of the Problem Solving Ribbon will:

- III.D.4.a. Receive the award in a manner deemed appropriate by the Colonel.
- III.D.4.b. Receive an appropriate ribbon bar, and/or lapel pin, and a certificate signed by the Director and inscribed with the employee's name and the date of the action for which it was awarded.

III.D.5. Recipients of the Department Service Ribbon will:

- III.D.5.a. Receive the award in a manner deemed appropriate by the Colonel.
- III.D.5.b. Receive an appropriate ribbon bar and/or lapel pin.

III.D.6. Recipients of the Certificate of Recognition will:

Receive a certificate in the manner deemed appropriate by the District or Zone Commander/Bureau Chief/Lab Director or above.

III.D.7. Recipients of the Director's Award of Distinction will:

Be honored and presented the crystal award at the annual awards ceremony or when deemed appropriate by the Department Awards Committee. If a recipient is associated with a group being recognized for the same action and the group includes an ISP employee receiving a Department Commendation, the entire group will be recognized at the Awards Ceremony.

III.D.8. Recipient of the ISP Officer of the Year will:

- III.D.8.a. Be honored and presented the award at the annual awards ceremony or at another appropriate ceremony (command meeting, etc.).
- III.D.8.b. Receive a Meritorious Service Award medal in a presentation case, an appropriate ribbon bar and lapel pin (the lapel pin is only for officers who do not wear a uniform).
- III.D.8.c. Receive a new police vehicle and an invitation to represent the ISP as a delegate to the National Police Officers Memorial Day in Washington, D.C.

III.D.9. Recipient of the ISP Telecommunicator of the Year will:

- III.D.9.a. Be honored and presented the award at the annual awards ceremony or at another appropriate ceremony (command meeting, etc.).
- III.D.9.b. Receive a Meritorious Service Award in a presentation case, a proclamation signed by the Governor, and an appropriate lapel pin.
- III.D.9.c. Receive a department-sponsored trip to the National Association of Public Safety Communications Officials conference and consideration for participation on various projects and committees throughout the year.

III.D.10. Recipient of ISP Forensic Scientist of the Year will:

- III.D.10.a. Be honored and presented the award at the annual awards ceremony or at another appropriate ceremony (command meeting, etc.).
- III.D.10.b. Receive a Meritorious Service Award in a presentation case and appropriate lapel pin.
- III.D.10.c. Receive a department-sponsored trip to the Midwestern Association of Forensic Scientists.

III.D.11. Individuals who have received an award and subsequently are honored with that award for other actions will receive a gold star to wear upon the ribbon bar.

III.D.11.a. No more than four gold stars may be placed on a ribbon bar, (indicating five occurrences of the award).

III.D.11.b. Upon the sixth occurrence of the same award to a recipient, the four gold stars will be replaced with one large silver star, placed in the center of the ribbon.

NOTE: See Addendum 1 for a description of the ribbon bars.

III.E. Wearing of Awards

III.E.1. Officers of the Department must wear their ribbon bar(s) on the uniform blouse and/or the summer and winter shirt, positioned on the right side above the nameplate.

III.E.1.a. Ribbons will be placed in the order of ranking priority beginning with the Medal For Valor (see page one of this directive for proper order).

III.E.1.b. Award ribbon order will begin from the wearer's left (closest to the heart) and move to the right in one or more rows.

III.E.1.c. There should be no more than 1/8 inch between rows.

III.E.1.d. No more than three ribbons will be in any single row, but there will be no subsequent rows added until the current row has three ribbons.

III.E.1.e. When subsequent awards require a second row of ribbons, the higher ranking ribbons will be displayed above the lower ranking ribbons.

III.E.2. When awarded a second ISP Service Ribbon or Medal For Valor, recipients will be provided a gold star to affix to the ribbon previously issued.

III.E.2.a. Because both ribbons have a symbol attached to the center, the star shall be placed on the ribbon to the wearer's right of the ribbon, centered between the affixed symbol (state of Illinois or "V") and edge of the ribbon.

III.E.2.b. A third award would be indicated by a gold star centered on the opposite side of the ribbon.

III.E.2.c. A fourth award would be indicated by a second gold star centered on the right.

III.E.2.d. A fifth award would be indicated by a third gold star centered on the left.

III.E.2.e. A sixth award will be distinguished by a single large silver star positioned on the wearer's right of the ribbon, centered between the affixed device (state of Illinois or "V") and edge of ribbon.

III.E.3. Award lapel pins may not be worn on the uniform.

III.E.3.a. They may be worn only on a suit lapel or other business garment.

III.E.3.b. If there is no lapel, the pin should be worn on the wearer's left side in the area a lapel would normally appear.

III.E.3.c. Civilian members of the Department are requested to wear their lapel pin(s) on their attire in positions approximating those indicated for officers.

III.E.4. For replacement of a ribbon or lapel pin, contact the Department Awards Coordinator.

| Indicates new or revised items.

-End of Directive-

**ILLINOIS STATE POLICE DIRECTIVE
PER-021, DEPARTMENT AWARDS AND SERVICE RIBBONS PROGRAM
ADDENDUM 1, DESCRIPTION OF RIBBONS**

RESCINDS: PER-021, Addendum 1, 2011-024, revised 03-27-2011.	REVISED: 03-06-2018 2018-004
RELATED DOCUMENTS: EQP-007, PER-023, PER-056	RELATED CALEA STANDARDS: 26.1.2

MEDAL FOR VALOR

The ribbon for the Medal For Valor is a bar of red, containing two gold stripes, with a gold "V" emblem attached to the center of the ribbon.

MEDAL FOR HONOR

The ribbon for the Medal For Honor is a bar of five stripes. The center stripe is navy blue with two stripes of yellow on each side. The smaller stripes on the outside are also navy blue.

ACHIEVEMENT MEDAL

The ribbon for the Achievement Medal is a bar of three stripes. The center is a broad yellow stripe and is flanked by two narrow stripes of brown.

PURPLE HEART MEDAL

The ribbon for the Purple Heart Medal is a bar of five stripes. Three thin white stripes appear on the outer edges and in the middle. Next to each of the white stripes are two thicker stripes of purple.

LIFESAVING MEDAL

The ribbon for the Department Lifesaving Medal is a bar of solid emerald green.

MERITORIOUS SERVICE MEDAL

The ribbon for the Meritorious Service Medal is a bar with three stripes. The wide stripe in the middle is yellow and is flanked by two very narrow stripes of red.

DEPARTMENT COMMENDATION

The ribbon for the Department Commendation is a bar with nine stripes. There are five stripes of olive drab beginning at the outer edges, followed by four narrow stripes of brown (outlined in yellow) that are positioned proportionally across the ribbon.

DEPARTMENT UNIT CITATION

The ribbon for the Department Unit Citation is a bar with nine stripes. Two large stripes of light blue flank the outer edges followed by two narrower stripes of yellow and light blue. A stripe of white appears in the middle of the ribbon and is outlined by two thin stripes of red.

PROBLEM SOLVING RIBBON

The Problem Solving Ribbon is a bar with 11 stripes. A narrow royal blue stripe is on the outer edges of the ribbon, followed by narrow gold and royal blue stripes on both sides of the ribbon. Two broad emerald green stripes, outlined by two thin white stripes, appear in the center of the ribbon. The stripes are separated in the center by one thin white stripe.

DEPARTMENT SERVICE RIBBON

The Department Service Ribbon is a bar with five stripes. Starting at the outer edges there are two narrow stripes of red and royal blue, followed by a broad stripe of white embossed with a yellow emblem of the state of Illinois.

-End of Addendum-