

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number CIS-016
	Subject Department Identifications	
	Special Instructions Replaces CIS-016 dated November 28, 2017	Effective Date September 17, 2018

I. **PURPOSE**

Establish guidelines for issuing Indiana State Police Department identifications.

II. **POLICY**

The Department shall issue official (photo) identifications (ID) to all active duty employees, retired employees (after separation), and to persons designated by the Superintendent as described within this policy. All Department identifications shall remain the property of the Department and the unnecessary duplication of a Department ID is prohibited.

III. **PROCEDURE**

A. The Assistant Chief of Staff (AC/S) of Communication and Information Systems (CIS) shall be responsible for the issuance of appropriate official identifications to Department employees through the Criminal Justice Data Division (CJDD) Information and Technology (IT) Unit Commander.

B. The Human Resources Division shall be responsible to notify the CJDD IT Unit Commander of the necessary personal information and type of ID to be issued to all new employees.

C. The following safety-sensitive personnel, upon hiring, shall be issued a two-piece photo ID:

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| 1. All police employees (to include ISP and CPS); | 8. Criminal Intelligence Analysts; |
| 2. Motor Carrier Inspectors; | 9. Fingerprint Classifier Supervisors; |
| 3. IDACS System Coordinator; | 10. Forensic Scientists; |
| 4. IDACS liaisons; | 11. Evidence Clerks; |
| 5. The Department Chaplain; | 12. The Human Resources Manager; |
| 6. Volunteer Department chaplains; | 13. The Director of Fiscal; and |
| 7. The Health Management Specialist; | 14. Visual Arts Specialists |

D. All police employees (ISP and CPS) shall also be issued a secondary, hard card, photo identification with language explaining the Law Enforcement Officer's Safety Act (LEOSA).

E. All other personnel shall be issued a regular photo ID upon hiring.

F. A sworn employee's (to include Troopers and CPS Officers) identification photo shall be updated within 30 days of:

1. Any change to a sworn employee's rank (this does not include senior or master classification);

2. Reassignment from undercover duties to uniform or non-undercover investigative duties; and
3. It shall be the responsibility of the affected employee to schedule a photograph appointment with the Department Photographer, located at GHQ, third floor, in the CJDD/I.T. area.

G. The Superintendent may authorize the issuance of Department identifications to personnel designated as essential to Department operations.

H. An employee's date of hire shall be printed on the official Department identification as applicable:

1. New hires:

- a. Troopers: Designated date of appointment following graduation from the Recruit Academy.
- b. Capitol Police Section Officers, Motor Carrier Inspectors and civilian employees shall reflect the actual date of hire.

2. Rehires:

Troopers, Capitol Police Section Officers, Motor Carrier Inspectors and civilian employees shall reflect the most recent date of hire.

I. If an ID is damaged or lost, a Report of Automobile Crash or Equipment Loss form (Stock #610) shall be completed by the affected employee.

1. The original report shall be forwarded to the Field Support Services Section, and
2. A copy of the report shall be sent to CJDD IT Unit Commander before a replacement ID will be issued.

J. Retired Employees.

1. All personnel upon retirement, as defined in Regulation 3, shall be issued a retirement ID; additionally, all sworn personnel shall also be issued a retirement badge as determined by the Superintendent.

a. Retiring and terminating employees shall surrender their active duty ID and their secondary LEOSA identification (Trooper and CPS personnel) to their Division or District Commander.

b. Human Resources shall:

(1) If necessary, issue an official "temporary retiree identification" to the retiree which shall be valid until the receipt of the retiree's permanent retirement ID, and

(2) Upon determination of an effective date of retirement, shall notify the CJDD IT Unit Commander of the necessary information to create a retirement ID for the applicable individual.

2. Any use or misrepresentation of a retirement ID that would tend to discredit or embarrass the Department may cause the revocation of the ID.
3. The person whose name appears on a retirement ID shall be responsible for that ID and its use and shall immediately notify the Superintendent's office should that ID become lost or stolen.
4. Investigating the misrepresentation or improper use of a Department retiree's identification:
 - a. Upon receiving a complaint or becoming aware of any questionable conduct or action by a retiree (or improper use of a retiree's identification), the Department shall conduct an inquiry into the matter with or without the cooperation of the involved retiree.
 - b. At the conclusion of the inquiry the Superintendent shall determine if the ID shall be revoked and shall direct correspondence to be sent to the retiree indicating the final determination.
 - c. A retiree, whose retirement ID is revoked, may appeal the decision to the State Police Board; however, the individual must appear in person before the Board. Failure of the retiree to appear will cause the Superintendent's original decision to become final.
 - d. Retirees who, after notification, fail to surrender their retirement ID shall be subject to civil litigation in order to retrieve the ID.

Note: LEO without the benefit of a retirement ID will not enjoy the right to carry a firearm under the Law Enforcement Officer's Safety Act (LEOSA).

K. Police employees who are placed on disability shall surrender their official ID to their Division, Section, Area or District Commanders and be issued a disability ID.

L. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.