

**ILLINOIS STATE POLICE DIRECTIVE
SRV-101, PORTRAYAL OF ISP ON RECORDED MEDIUMS**

RESCINDS: SRV-101, 2017-026, revised 03-31-2017.	REVISED: 03-09-2022 2022-109
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS (6th Edition): None

I. POLICY

In an effort to maintain a positive image and promote a positive message, the Illinois State Police (ISP) may allow the recording of members of the department engaged in daily activities related to their employment, either actual or recreated, by outside entities interested in producing works which depicts the Department to the public.

II. AUTHORITY

II.A. 5 ILCS 430/5-20, Public Service Announcements; Other Promotional Material

III. DEFINITIONS

III.A. Recorded Mediums – any analog or digital device to which visual, still or video, or audio, or a combination of the two, can be stored and played back

III.B. Video and Audio Production – the act of combining and/or editing any recorded mediums to tell a story

III.C. Multimedia usually means one of the following:

III.C.1. Text and sound

III.C.2. Text, sound, and still, animated, or computer generated graphic images

III.C.3. Text, sound, and video images

III.C.4. Video and sound

III.C.5. Multiple display areas, images, or presentations presented concurrently

III.C.6. In live situations, the use of a speaker or actors and “props” together with sound, images, and motion video

III.D. Examples of multimedia, film, and video recorded productions include, but are not limited to:

III.D.1. Public service announcements

III.D.2. Video productions to be shared outside the Department

III.D.3. Audio productions to be shared outside the Department

IV. RESPONSIBILITIES

The Chief Public Information Officer (CPIO), or his/her designee, will act as the contact and facilitator to those wishing to produce recorded mediums involving the depiction of the ISP.

V. PROCEDURES

V.A. Involvement in any video or audio production which depicts the Department to the public requires prior approval from the Director of the ISP.

- V.B. Six weeks prior to the beginning of actual production the producer(s) and the CPIO must meet and the following information must be made available to the CPIO:
 - V.B.1. The purpose of the project
 - V.B.2. The potential impact on the image of the Department
 - V.B.3. The estimated production time
 - V.B.4. The location of filming
 - V.B.5. Any other necessary arrangements
- V.C. The CPIO, in cooperation with the respective Deputy Director, will make the final decision regarding who participates in any such production and what is recorded.
- V.D. Limitations

No Public Service Announcement, video, or audio production will contain the proper name, image, or voice of the Governor, any executive branch constitutional officer, or any member of the General Assembly.

| Indicates new or revised items.

-End of Directive-