	STANDARD OPERATING PROCEDURE State Form 39870(R/ S- 06)	Reference Number LEG-001
INDIANA STATE POLICE	Subject Department Name and/or Symbols – Use of	
	Special Instructions Replaces LEG-001 dated March 10, 2008	Effective Date **April 4, 2024**

I. <u>PURPOSE</u>

Establish guidelines to limit and protect the use of the Department name and symbol.

II. <u>POLICY</u>

Neither the Department nor any employee shall knowingly associate the Indiana State Police name or symbol with any product or service for commercial purposes without the written approval of the Superintendent.

III. <u>PROCEDURE</u>

A. The Department, with approval of the Superintendent, may allow its name or symbols to be associated with the name or symbols of a product or service when the main purpose of such association is in the best interest of the Department and such association will not reflect discredit on the Department.

B. If the Department does knowingly approve the association of its name or symbols with the name or symbols of a product or service, it will be clearly understood that the Department will neither enter into, nor be responsible for any financial arrangements made in connection therewith, nor will it guarantee the performance of any product or contract made in connection therein.

C. The Superintendent, upon written notice, may withdraw any approval for use of the Department name or symbols.

D. Department personnel shall not knowingly use or display the Department name or symbols in any manner (personal or commercial), outside the course of day to day work related activities, which would bring discredit or embarrassment to the Department.

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