



**SHERIFF'S OFFICE BADGES AND IDENTIFICATION CARDS
GENERAL ORDER #6.00**

Adopted: 07/07/2010
Replaces: G.O. #6.00 dated 4/15/08

Updated: 02/22/2010
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PROCEDURE

A. ISSUANCE OF BADGES

1. All Sheriff's Office sworn staff members shall be issued a Sheriff's Office badge with a banner designating the appropriate rank along with an assigned PIN (Personal Identification Number) or badge number for identification purposes.
2. The Support Services Division shall be responsible for the issuance and control of all Sheriff's Office badges.
3. All badges shall be issued in a numerically ascending order, by department date of appointment using the following sequences:
 - a. Badge numbers 1000-3999 for duly appointed Deputy Sheriffs of all ranks.
 - b. Badge numbers 4001-6999 for duly appointed Sheriff's Correctional Officers.
 - c. Badge numbers 8001-8999 for Extra-help Deputy Sheriffs, Special Duty Officers and members of any task force operating under the authority of the Sheriff.
 - d. Badge numbers 9001-9999 for duly appointed Reserve Deputy Sheriffs.
4. White metal badges will be issued to the ranks of Deputy Sheriff, Sergeant,

Reserve Deputy Sheriff, and Extra-help Deputy Sheriff.

5. Yellow metal badges will be issued to the ranks of Lieutenant, Captain, Assistant Sheriff, Undersheriff, and Sheriff.

B. ISSUANCE OF SHERIFF'S OFFICE IDENTIFICATION CARDS

1. All regular and part-time employees of the Office of the Sheriff will be issued department identification cards.
2. Sheriff's Office Reserve Deputies, volunteers, interns, and other occupants of the Sheriff's Office Headquarters building employed by other agencies will also be issued Sheriff's Office identification cards.
3. The Sheriff's Support Services Division will be responsible for the issuance and control of all department identification cards.

All staff shall be issued a white card with a dark green border on the top with gold lettering within. See "Retirement Policy" of the General Orders for details of retirement identification card issuance.

- b. Each identification card shall be imprinted with the member's name and rank or classification, expiration date and signature of the Sheriff on the front. Identifying information and the bearer's signature and right index fingerprint shall be displayed on the back of the card.

C. DISPLAY OF BADGES AND IDENTIFICATION CARDS

1. The badge will be displayed in the following manner:
 - a. Uniformed Personnel - Uniformed personnel, while on duty, will wear the issued badge on the outermost garment over the left breast to be plainly visible at all times.
 - b. Non-uniformed Personnel - Plainclothes personnel, while on duty, will carry the badge. When engaged in any duties where official recognition is necessary, the badge will be clearly displayed.
2. Employees or other occupants must have their Sheriff's Office identification cards prominently displayed in a plastic holder about their person while inside the security perimeter of the Sheriff's Headquarters building.

3. While in the course of their official duties, members of this department are required to provide their names and badge numbers to any member of the public upon request.
4. Sheriff's Office badges and identification cards are issued as a means of official identification only and are not to be used for unofficial purposes.

D. FLAT BADGES

1. If a sworn staff member of the Sheriff's Office wishes to purchase his or her own flat badge, an authorization for such purchase must be obtained from the Sheriff's Support Services Division.
2. If a member purchases a flat badge, it must be of the same design and bear the same rank as the member's duty badge. It is the responsibility of the member to insure that the flat badge displays the member's current rank. The flat badge shall be mounted in a leather case with a pocket for the member's Sheriff's Identification card. The case shall be made in such a manner as to allow the cover flap to be folded back and tucked into a pocket thus displaying the badge in plain view. Flat badges are not authorized for use with the uniform.
3. Retired sworn staff members may be issued a retirement flat badge. See "Retirement Policy", for details and exceptions.

E. LOST OR STOLEN BADGES AND/OR IDENTIFICATION CARDS

1. If any member loses his or her department issued badge, they must:
 - a. Submit an Employee's Report describing the circumstances surrounding the loss via the chain of command.
 - b. Notify their immediate supervisor as soon as possible, but no later than their next work day.
 - c. Provide a copy of their Employee's Report to the Sheriff's Support Services Division, who shall issue a loaner badge and order a replacement. A copy of the report shall be placed in the employee's personnel file.
 - d. Members who lose their badge off-duty will be responsible for replacement costs.

2. If any member has his or her badge stolen, they must:
 - a. Contact the police agency having jurisdiction where the theft occurred and have an incident report completed, reflecting the nature and circumstances of the theft.
 - b. Submit an Employee's Report describing the circumstances surrounding the theft, referencing the police agency's report by number.
 - c. Notify their immediate supervisor as soon as possible, but no later than their next work day.
 - d. Provide a copy of their Employee's Report to Sheriff's Support Services Division, who shall issue a loaner badge and order a replacement. A copy of the report shall be placed in the employee's personnel file.

3. If any member has his or her Sheriff's Office identification card lost or stolen, they must:
 - a. Submit an Employee's Report describing the circumstances surrounding the loss via the chain of command.
 - b. Notify their immediate supervisor as soon as possible, but no later than their next work day.
 - c. Provide a copy of their Employee's Report to the Sheriff's Support Services Division, who shall issue a replacement. A copy of the report shall be placed in the employee's personnel file.

F. RETURN OF BADGES AND IDENTIFICATION CARDS

1. Members shall return their assigned badges and/or identification cards to the Sheriff's Support Services Division upon:
 - a. Resignation
 - b. Termination
 - c. Retirement
 - d. Promotion

1. Upon promotion to permanent position of higher rank, the employee shall be issued a new badge and/or identification card that reflects his or her new classification.
2. If the employee does not opt to purchase their old badge (see section F below), the rank banner can be changed to reflect the new rank. In those cases, the Sheriff's Support Services Division will issue a loaner badge and arrange to have the banner on the existing badge changed to the new rank.

e. Administrative Leave and/or Suspension of Peace Officer Powers

Exception: Sworn staff members placed on routine administrative leave after an officer involved shooting where no misconduct is alleged will not be required to surrender their badge and identification card.

2. Sheriff's Office badge numbers will be "retired" and will not be reissued upon any member's resignation, termination, or retirement.

G. PURCHASING BADGES

1. Regular Sheriff's Deputies of all ranks and Sheriff's Correctional Officers may be allowed to purchase their Sheriff's Office issued badge upon written request only under the following circumstances:
 - a. Upon promotion to a higher rank in the Sheriff's Office.
 - b. Upon an honorable service or disability retirement, excluding a non-industrial disability retirement.
2. Reserve Deputy Sheriffs may be allowed to purchase their Sheriff's Office issued badge upon written request only under the following circumstances:
 - a. Upon promotion to a full time Deputy Sheriff position with our department.
 - b. Upon an honorable retirement (or medical retirement if such disability was incurred while in the course of duties with our department), with:
 1. At least ten years of service.
 2. Fulfillment of their hours of service obligations in a competent manner on a consistent basis.

3. The review and recommended approval of the Reserve Coordinator.
3. Any sworn staff member who resigns or is terminated will not be allowed to purchase his or her badge.
4. All badge purchases, including any exceptions to the above badge purchase criteria, must be approved by the Undersheriff or his designee (executive level review).



**LAURIE SMITH
SHERIFF**