
Department Badges and Identification Cards

826.1 PURPOSE AND SCOPE

The San Diego County Probation Department badge and identification card, as well as the likeness of these items and the name of the San Diego County Probation Department, are property of the Department and their use shall be restricted as set forth in this policy.

826.2 APPLICABILITY

This policy is applicable to all Department employees and all volunteers for the Department who require an identification card.

826.3 POLICY

All Department personnel will be issued an identification card to ensure proper identification when conducting business for the county. In addition, badges are issued to sworn officers as a symbol of authority. Both badges and Department identification cards must be used and displayed in strict compliance with this policy and the Field Services Procedure Manual.

Identification cards and badges issued by this department must only be displayed, carried or worn while the bearer is on duty or otherwise acting in an official or authorized capacity. The type of identification card issued will depend on the employment status, training, and job functions of the individual. Lost, stolen, or damaged cards or badges must be reported immediately, and all cards and badges must be returned when an employee or volunteer leaves the Department.

Use, reproduction, sale, or publication of any department badge, logo, image or artwork is prohibited unless specifically authorized by the Chief Probation Officer or designee.

826.4 REFERENCES

For further guidance, see Field Services Procedure Manual—Badges and Identification Cards.