

Department Badges and Identification Cards

826.1 BADGES FOR SWORN OFFICERS

A badge shall be issued to sworn officers as a symbol of authority. All sworn personnel will receive a wallet (flat) badge and a uniform-type badge. Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current peace officer.

826.2 IDENTIFICATION CARDS

All department personnel shall be issued an identification card to ensure proper identification when conducting business for the county.

All non-executive Probation staff (sworn and non-sworn) will be issued a white identification card with an imprinted star containing a personal photograph, the employee's identification number and the rank of the employee. Armed officers will be issued an identification card that authorizes a Carry Concealed Weapon (CCW) per PC 25450. Probation Executive staff will be issued a blue card with an imprinted star. Probation Department volunteers, student workers, rehire retirees, and temporary employees will be issued a yellow card. Contract workers will be issued a red card.

Identification cards will be re-issued when changes of classification or rank occur, and at any other time, as determined by the Chief Probation Officer.

Probation staff, including sworn officers, volunteers, student workers, interns and support personnel working in Probation and court facilities, shall wear their badges or clip-on identification cards during working hours.

Officers who have received training in transportation and extradition procedures and are currently performing those duties for the department will be issued a department "credential type" identification card. Once an officer transfers or is no longer performing duties in the capacity of transportation/extraditions, the identification card will be surrendered to the immediate supervisor, who will notify the Backgrounds/Internal Affairs office, the Transportation Unit supervisor, and the department Rangemaster.

826.3 AUTHORIZED USE AND DISPLAY OF BADGES AND IDENTIFICATION CARDS

Department badges are issued to all sworn employees for official use only. The department badge, or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages, or to avoid a citation or as an inducement for services or discounts on purchases.

Identification cards and badges may be used to verify employment when required by others in the normal course of business, or for participation in County-approved benefits or discount programs.

Non-sworn personnel may wear clothing that contains the department emblem while on duty but may not represent themselves in such a manner which would cause a reasonable person to

San Diego County Probation Department

Field Services Procedure Manual

Department Badges and Identification Cards

believe that they are sworn peace officers. Non-sworn employees shall not display any department badge or identification card while off duty.

The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief Probation Officer. Employees shall not loan their department badges or identification cards to others and shall not permit the badges or identification cards to be reproduced or duplicated.

826.4 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the department badge shall not be used without the express authorization of the Chief Probation Officer and shall be subject to the following:

- (a) The employee associations may use the likeness of the department badge for merchandise and official association business provided they are used in a clear representation of the association and not the San Diego County Probation Department. The following modifications shall be included
 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the department badge for endorsement of political candidates shall not be used without the express approval of the Chief Probation Officer.

826.5 LOSS OF BADGE, DAMAGED BADGE OR IDENTIFICATION CARD

When an employee's badge or identification card is lost or damaged, the employee's supervisor and the Department Human Resources office are to be notified immediately in writing stating the circumstances of the loss/damage. In the case of a lost or stolen badge, the employee must file a police report as soon as possible, providing the law enforcement agency the badge number and any other pertinent information. A copy of the police report must be submitted to the Department of Human Resources. For lost or damaged badges, the employees will be issued a replacement badge at a cost determined by the Department. A stolen badge will be replaced at the Department's expense, with proof that a police report was made. Identification cards that are lost or damaged due to actions outside ordinary use will be replaced at a cost determined by the Department. Checks for replacement badges and identification cards are to be made payable to the Probation Department.

826.6 RETURN OF IDENTIFICATION CARDS AND/OR BADGES

Employees and volunteers must return their identification card and/or badges to the Department Human Resources office upon transfer to another County department, retirement, or termination of employment or service.

When an employee is on extended leave, or upon initiation of any disciplinary action or investigation, or at the Chief Probation Officer's discretion, the employee's peace officer status

San Diego County Probation Department

Field Services Procedure Manual

Department Badges and Identification Cards

may be revoked, and the employee may be directed to surrender their badge and/or identification card.

Unless special authorization is obtained from the Chief Probation Officer, all officers who become unarmed after being issued a badge authorizing a CCW per PC 25450 must surrender their identification badge with the weapon and obtain a new identification that does not contain the CCW authorization.

826.7 RETIRED PROBATION OFFICERS

Retired Probation Officers may be issued an identification card when authorized by the Chief Probation Officer. This card will reflect "Retired."