

DEPARTMENT GENERAL ORDER 06-09

OFFICE of the CHIEF OF POLICE
REPLACES: SOP 300.23.02

DATE: August 25, 2006

EMPLOYEE IDENTIFICATION

I. PURPOSE.

The development and use of employee identification cards serves a variety of purposes in an era where security and terrorism are major issues for public safety organizations. The first is that the issuance of credentials to each employee enhances the organization's overall security as it allows for rapid and definitive identification; second, the possession of employee identification cards promotes public safety as it allows the general populace to readily ensure that a law enforcement officer or other employee is acting under officially sanctioned authority; and finally, it promotes individual safety as the use of accountability cards provides a method to track employees in a hostile environment.

II. IDENTIFICATION CARDS.

A. Department Identification

All department employees shall be issued identification cards to certify their employment and in the case of sworn officers, as symbol of their lawful authority. These cards will be issued to each employee at the time of hire and following a change in rank or title. The card shall be embossed with the department logo and the words Clayton Police Department. In addition, the identification card will carry a photograph of the employee, the employee's name, rank/title, department serial number and a variety of other pertinent information. The card will also list the employee's current assignment.

B. Accountability Cards

To promote officer safety in a contaminated or hostile environment, each sworn employee shall have a pair of bright yellow accountability identification cards. These shall be issued to employees at the time of hire and will bear the sworn employee's photograph, name and personal information. It will also bear the department name, the word "Police" in large letters, and the agency logo.

As there are two cards, each sworn employee will leave one of the ID cards with a designated Safety Officer prior to entering a hostile environment. The second card will be attached to the employee's PPE.

If an employee then turns up missing, the Safety Officer will then be able to facilitate a search based upon the accountability tag.

III. DISPLAY OF IDENTIFICATION CARDS.

All department employees, particularly civilians or those sworn personnel who work in soft clothes, will present their identification card for visual inspection by members of the public upon request. This will allow the public to verify the legitimacy of the employee and make agency employees accountable for their actions.

IV. EXCEPTIONS TO CARRY REQUIREMENT.

The identification card shall be carried at all times by employees on active duty, except in those instances when a sworn officer may be working undercover.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 22.2.7