

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: May 13, 2020

HISTORY: October 1, 1999

SUBJECT: Identification

POLICY NUMBER: 99-042

I. INTRODUCTION

This general order established department policy and standards for officer and other police department employee identification. The scope of this general order includes this department's emblems, badges, identification cards and personnel name tags. The purpose of this order is to preserve the integrity of official departmental identification and to ensure that other persons who have contact with the members of this department, in an official capacity, have a basis for identifying them both individually and as members of the department.

II. POLICY

Except when specifically authorized to engage in undercover or covert activities, all members of this department shall, when on duty or otherwise acting in an official capacity, wear uniform insignia, name plates and badges in the manner prescribed by department uniform regulations or, if authorized to work or otherwise act in an official capacity in non-uniform attire, produce an official identification card which may be accompanied by a badge either on request or when appropriate to ensure proper identification while acting in an official capacity.

Members of this department shall not use or display insignia, badge, identification card or other form of identification for other than official purposes unless specifically authorized to do so by proper authority.

III. GUIDELINES

- A. Note that uniform regulations require the wearing of a badge on the outer most uniform garment. Cloth badges will always be worn on uniform jackets and sweaters.
- B. Non-sworn personnel who wear uniforms, with or without a badge, will always wear a name plate containing the employee's last name.
- C. Officers who carry a firearm in plain view should either be in uniform or have a badge clearly visible.
- D. Only officially authorized and issued department identification cards shall be used as official identification.
- E. Only badges authorized by the Chief of Police may be used or displayed as official identification.

IV. IDENTIFICATION CARDS

- A. All sworn members of the department and other employees designated by the Chief of Police shall be issued official identification cards.
 1. All permanent identification cards shall include a photograph of the member on the front of the card.

2. Sworn officers shall be issued cards which prominently display the word "POLICE" on the front of the card; cards issued to non-sworn members shall display the words "POLICE DEPARTMENT EMPLOYEE."
 3. Normally only a single card will be issued. The Chief of Police may authorize the issuance of a duplicate card if circumstances warrant.
 4. The issue of identification cards and records pertaining to the issue of identification cards will be the responsibility of the department's Administrative Lieutenant.
- B. Any member of the department who loses their official identification will file a report in writing with their immediate supervisor.
- C. Any member who leaves the department is required to surrender their official identification card; a member who honorably retires may be issued a non-expiring identification card indicating their retired status.

V. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict