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## Department Badge(s) / Identification Card

### 1052.1 PURPOSE AND SCOPE

The Orange County Sheriff-Coroner Department badge, identification card and uniform patch as well as the likeness of these items and the name of the Orange County Sheriff-Coroner Department are property of the Department and their use shall be restricted as set forth in this policy.

### 1052.2 POLICY

This policy applies to all badges and identification cards, property of the Orange County Sheriff-Coroner Department, issued to active and retired Department Members, as well as professional staff, volunteers, and contract Members.

Department badges and identification cards shall be issued to Department Members as a symbol of authority and the use and display of Departmental badges shall be in strict compliance with this policy. Only authorized badges and identification cards issued by this Department shall be displayed, carried or worn by Members while on duty or otherwise acting in an official or authorized capacity.

### 1052.3 DEPARTMENT IDENTIFICATION CARD (ISSUANCE)

All active and "Honorably Retired" Members of the Orange County Sheriff-Coroner Department shall be issued a Department identification card. "Honorably Retired" Members are those peace officers who have qualified for, and have accepted, a service or disability retirement. "Honorably Retired" does not include an officer who has agreed to a service retirement in lieu of termination (CPC 16690). The identification card shall only be used and/or displayed for purposes of official Department business. Identification cards are property of the Department and shall be surrendered at the direction of the Sheriff.

#### 1052.3.1 TYPES OF DEPARTMENT IDENTIFICATION CARDS

Department Identification Cards will be issued in accordance with the following guidelines and shall reflect the position of the assigned Member (e.g. Deputy Sheriff, Radio Dispatcher, Office Specialist).

1. Green with Sheriff's Star - Sworn Personnel and Sheriff's Special Officers: All sworn OCSD personnel, both full-time and reserve and Sheriff's Special Officers.
2. Dark Blue with Sheriff's Seal - Professional Staff: All non-sworn and uniform professional, full-time OCSD personnel.
3. Yellow with County Seal - Contractor: Personnel from companies vending or contracting goods or services to OCSD.
4. Purple with County Seal - OC HCA: Orange County Health Care Agency staff assigned to OCSD Jail Facilities.

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5. Dark Red with County Seal - Volunteer: Interns, Explorers, and Professional Service Responders.
6. Black with Generic Sheriff's Star - Outside Agency: Both sworn and non-sworn members of other law enforcement agencies.

### **1052.4 OFFICIAL DEPARTMENT UNIFORM BADGE (PIN-ON)**

The official uniform badge of a Deputy Sheriff is prescribed as a metal, gold-colored, six-point star with rounded tips, textured border and curved for uniform wear. The badge's centerpiece consists of two curved banners engraved with the wearer's rank and the Department's location, with decorative scrollwork between the banners. A triangular plate for the badge number is beneath the lower banner. The round seal of the state of California is mounted on top of the centerpiece. If the wearer has a rank higher than that of a Deputy Sheriff, their badge also includes a rank banner across the top point of the base plate.

The official badge worn by Sheriff's Special Officers (SSO) have a banner across the top indicating such. The official uniform badge shall be worn on the Class A uniform shirt, uniform jacket or outer most garment.

#### 1052.4.1 OFFICIAL DEPARTMENT FLAT BADGE

The official flat badge is identical in appearance to the uniform badge, manufactured flat for use as wallet identification. The use of a flat badge is subject to all the same provisions of Department policy as the uniform badge.

#### 1052.4.2 CLOTH BADGE

The cloth badge is prescribed as a machine stitched, gold six-point star. The center of the badge shall be circumscribed by blue letters containing the words "Deputy Sheriff" and "Orange County." The inner circle shall contain the seal of the state of California.

#### 1052.4.3 POCKET LUCITE BADGE

The pocket Lucite badge is an encased badge that is designed to fit the front pocket of a dress shirt/coat for purposes of providing identification while wearing professional attire.

### **1052.5 BADGE ISSUANCE**

The Orange County Sheriff-Coroner Department has an obligation to strict adherence to California statute, public faith and law enforcement's ethical standards in issuance of Department badges. Members of the Orange County Sheriff-Coroner Department shall be issued a Department badge (Uniform and/or Flat) based on their specific job classification and duties required.

Department Members at the rank of Lieutenant or higher may be issued Pocket Lucite Badges based on need and approval of the PSD Commander.

#### 1052.5.1 HIRE / APPOINTMENT

The following is a list of Department job classifications that shall be issued an Official Uniform (pin-on) and/ or Flat badge by means of equipment issue from Professional Standards:

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1. Deputy I-Sheriff (CPC 830.1)
2. Sheriff's Special Officer / SSO
3. Deputy Coroner (CPC 830.35)
4. Reserve Deputy (CPC 830.6)

All other uniformed job classifications shall be issued a cloth badge (Policy Manual Section 1052.6).

### 1052.5.2 PROFESSIONAL SERVICE RESPONDERS

Professional Services Responders who have at least 10 years of volunteer service will be eligible for issuance of an Identification Card indicating "Honorably Served" and dates of service to the Department along with a Certificate of Appreciation from the Sheriff.

### 1052.5.3 LUCITE ENCASED BADGES

All Department Members retiring / separating with at least 10 years of service to the Department, and honorably separated Reserves who have been approved by the Sheriff to receive a flat badge, may be eligible to purchase, at their own expense, a badge(s) encased in Lucite commemorating their years of service. Sworn Members may include service to other law enforcement agencies in determining eligibility (10 years).

**Department Members being "Terminated" or retiring / separating "In Lieu of Termination" (Policy Manual Section 1052.6.2 (D)) will not be eligible.**

### 1052.6 "SPECIAL PRESENTATION" BADGES

"Special Presentation" Badges may be presented to dignitaries and/or persons as determined by the Sheriff. All "Special Presentation" Badges will be encased in a Lucite plaque and tracked by the Professional Standards Division.

### 1052.7 LOST / STOLEN BADGES / IDENTIFICATION CARDS

Department Members whose Badge and/or Identification are lost or stolen shall adhere to the following:

1. Prepare a Sheriff's Department Memorandum to their Commander detailing the circumstances.
2. Complete a Department Report (DR) when applicable or submit a copy of an investigating Police/Sheriff's Department's report.
3. Submit copies of documentation indicated in (a) & (b) to the Professional Standards Division.

*If the Member's Commander determines there was negligence and/or poor judgment exercised on the part of the Member, a Personnel Investigation may be initiated.*

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### 1052.7.1 REPLACEMENT BADGES / IDENTIFICATION CARDS

Department Members shall be issued a replacement badge and identification card upon presentation of the documentation in Policy Manual Section 1052.8. Duplicate badge numbers will not be created, as replacement badges will contain a new number. *If the lost/stolen badge or identification card is located, they must be surrendered to the Professional Standards Division immediately.*

### **1052.8 UNAUTHORIZED USE**

Department badges and/or identification cards issued to all sworn and professional staff Members and reserves are for official use only. The Department badge, identification card, patch or 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.

The use of the badge, identification card, uniform patch or Department name for all material (printed matter, products or other items) developed for Department use shall be subject approval by the Sheriff.

Members and reserves shall not loan his/her Department badge and/or identification card to another and shall not permit the badge or identification card to be reproduced or duplicated.

### **1052.9 PERMITTED USE BY EMPLOYEE GROUPS**

The likeness of the Department badge shall not be used without the expressed authorization of the Sheriff and shall be subject to the following:

1. The employee association(s) 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 Orange County Sheriff-Coroner Department. The following modifications shall be included:
  - (a) The text on the upper and lower ribbons is replaced with the name of the employee association.
  - (b) The badge number portion displays the acronym of the employees association.
2. The likeness of the Department badge for endorsement of political candidates shall not be used without the expressed approval of the Sheriff.