

DEPARTMENT IDENTIFICATION CARDS

GREAT BARRINGTON POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.42	EFFECTIVE DATE: <u>06/29/2011</u>
	REVISION DATE:
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 22.2.7	REVIEW DATE: <u>7/25/2020</u>

I. BACKGROUND

Confidence in police operations and employee accountability is enhanced when members of the public are able to positively identify Department employees. The purpose of this policy is to ensure that the public can properly identify Department members and be certain that persons claiming to be Department members are in fact so.

II. POLICY

It is the policy of this Department that:

- A. That all Department employees, sworn and non-sworn, shall have a Department-issued Identification Card.
- B. Department members are not required to display their Department ID Card while performing official duties, but will have it readily available as needed.

III. CONTENTS [22.2.7 B]

Department ID Cards will contain the following information:

- A. The employee's name.
- B. A photograph of the employee.
- C. An issue date and expiration date.
- D. Department contact information.

ID's are issued every 6 years or to coincide with an LTC expiration date.

IV. PUBLIC REQUESTS [22.2.7 A]

The Department recognizes that there may be times when a member of the public wishes to confirm the identity of a Department employee.

1. Department members shall give their rank (if applicable), last name and ID number to any person requesting such information, except where the physical safety of a member or the Department is threatened.
2. If a person requests to see the ID Card of a Department employee, the employee will display his/her ID, except where the physical safety of a member or the Department is threatened. This does not require the employee to physically hand the ID Card to the inquiring person, but they must allow the person to view it within a reasonable distance to read the listed information.

V. UNDERCOVER OPERATIONS

Officers operating in undercover situations shall be exempt from any requirement to provide their Department information, carry or display their ID Card.

VI. MISUSE OF IDs

Department ID Cards are official police documents and are to be used only for police-related activities. Misuse of a Department ID Card may result in disciplinary action.

VII. RETURN OF IDs

Upon termination from the Department, employees shall return their ID Cards to the Chief of Police. Employees who retire from the Department shall be issued a retirement ID Card.

ISSUING AUTHORITY:

Chief William R. Walsh Jr.:

