

# Bowie City Police Department - General Orders



TITLE: EMPLOYEE IDENTIFICATION		NUMBER: 306
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AUTHORITY <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS 22.2.7	TOTAL PAGES 2
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## I. POLICY

All sworn and non-sworn employees of the City of Bowie Police Department will be issued an Employee Identification Card immediately upon employment. All identification cards will include at a minimum the employee's photograph, name, and whether they are sworn or non-sworn. (CALEA 22.2.7.b)

## II. PROCEDURE

### A. Employee Identification:

1. All employees will keep their identification cards and MPTC cards on their person while working.

NOTE: The only exception to this requirement will be when an officer is working in an undercover capacity. Due to the inherent risks of working undercover and the importance of ensuring that the undercover officer's true profession is kept secret.

2. Sworn employees will keep their identification card on their person off-duty while armed.

- B. Identification cards are used to ensure that the public can identify law enforcement employees and be certain that the person they are dealing with is in fact a member of the law enforcement community. This will enhance the employee's ability to perform their duties, promote confidence with the public, and make employees more accountable for their actions.
- C. When requests to view an employee's identification card are made, the employee will provide the requesting citizen with the card in a polite and courteous manner. (CALEA 22.2.7.a)
- D. When an employee's identification is asked over the phone, the employee will provide the requesting citizen with a last name and/or identification number in a polite and courteous manner. (CALEA 22.2.7c)

### **III. LOSS, DAMAGE OR STOLEN IDENTIFICATION / ACCESS CARD:**

- A. The loss, damage or theft of an identification card / access card shall be reported as soon as it is discovered. Immediate notification should include: Immediate supervisor who then shall notify their Division Commander and the Operations Services Division.
- B. Upon returning to work the employee shall complete the City's Loss/Stolen/Damage ID Form detailing the loss or theft of the card as well as an incident report is lost or stolen. The Department Head, Emergency Manager, IT Department and Police Department are required to sign the City's Lost/Stolen/Damage Form prior to issuance of a new ID. The form shall be submitted to the Operations Services Division who will forward the form to the appropriate Office for signature.
- C. The employee will then be directed to report to Personnel, in order to request a replacement identification or access card.
- D. Immediately upon submitting the Lost/Stolen/Damage report, the old ID badge will be deactivated by the Operations Services Division.
- E. Lost or stolen access or identification cards which are subsequently recovered, are to be returned to the Operations Services Division immediately.