

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1363
Issued: 06/26/14
Post Until: 07/26/14

SUBJECT: BADGE AND IDENTIFICATION CARD PROCEDURES

The purpose of this directive is to establish guidelines and policy pertaining to badge and identification card procedures.

PERFORMANCE EXPECTATIONS

Employees issued a badge and/or Identification Card must adhere to applicable County and Department policies and related laws that include, but are not limited to:

- Los Angeles County Code of Ordinances, Chapter 5.64-County Badge Ordinance
- County of Los Angeles Employee Handbook Performance Expectations
- Probation Department Policy Manual Sections 500-Employee Time and 1100-County Property and Personal Property
- Notice #1544-Procedures for Resignations/Terminations/Transfers
- Penal Code Section 830.5

SECTION – A: DEFINITIONS AND EXPLANATION OF TERMS

Badge (as per Chapter 5.64-County Badge Ordinance) – includes “lapel insignia,” cap-piece,” “seal” and “identification card” where applicable.

Replica (Keepsake) Badge-Duty Badge issued to the Officer Encased in Acrylic Plastic.

Honorably Retired–The Peace Officer has accepted a service or disability retirement. (Refer to Penal Code Sections 832, 16690 and 25450). Additionally, the employee may not qualify if the retirement is in lieu of discharge and/or criminal prosecution. Such cases shall be reviewed by the Chief Probation Officer or designee on a case by case basis.

SECTION – B: DEPARTMENTAL BADGE

A Badge may be issued to an employee assigned to an authorized and sworn Peace Officer position. The employee must be in good standing and meet requirements set by the State of California for a Peace Officer.

An employee shall not have in his/her possession a Badge of the County of Los Angeles Probation Department which has not been issued to the employee by the Department. Nor shall an employee possess a Departmental Badge if the employee’s authority to possess the Badge has been terminated.

SECTION – C: BADGE & IDENTIFICATION CARD ISSUANCE PROCESS & RESPONSIBILITY

A newly hired employee shall be notified by Human Resources to schedule an appointment with the Risk Management Unit Badge and Identification Card Coordinator to receive a Badge and/or Identification Card. The sworn employee shall complete the Badge Issuance Form.

A recently promoted sworn employee shall be scheduled to report to the Risk Management Unit Badge and Identification Card Coordinator to obtain a Badge and Identification Card reflecting his/her new title.

In the event that an employee's Badge or Identification Card is lost or stolen, the employee shall report to the Risk Management Unit Badge and Identification Card Coordinator to obtain a replacement Badge and/or Identification Card.

An employee who is returning from a suspension of more than fifteen (15) days or an extended leave, as defined in Probation Department Policy Manual Section 500, of more than sixty (60) days shall coordinate with the Risk Management Badge and Identification Card Coordinator to reclaim his/her Badge and/or Identification Card. (See Section – D.)

SECTION – D: SURRENDER OF BADGE AND IDENTIFICATION CARD

An employee that will be absent because of suspension for one (1) or more days shall surrender his/her Badge and Identification Card only to his/her immediate Director or a designated Director. The employee and the Director or designated Director shall complete the Badge and Identification Card Surrender Form. A copy of the completed form shall be forwarded to the Risk Management Badge and Identification Card Coordinator.

The Director or designated Director shall be responsible for the safekeeping of a Badge and Identification Card surrendered by an employee for fifteen (15) days or less. A Badge and Identification Card surrendered for sixteen (16) days or more shall be forwarded to the Badge and Identification Card Coordinator, along with the Badge and Identification Card Surrender Form within three (3) business days for the duration of the employee's leave. In all cases, the Director or designated Director will forward a copy of the badge receipt to the Badge Coordinator.

An employee anticipating an extended leave of absence, as defined in Probation Department Policy Manual Section 500, of more than sixty (60) days shall coordinate with his/her Director to make an appointment with the Badge and Identification Card

Coordinator prior to the extended leave of absence and surrender the Badge only to the Badge and Identification Card Coordinator.

An employee that is on an unscheduled leave for longer than three (3) days shall be required to surrender his/her Badge and Identification Card. The employee's Director or designee shall track attendance and inform the Badge and Identification Card Coordinator if an employee is on unscheduled leave for longer than three (3) days.

A newly promoted sworn employee is required to obtain a Badge reflecting his/her new title. The newly promoted employee's Director shall contact the Badge and Identification Card Coordinator to coordinate the issuance of a Badge reflective of the new position. In cases where the Director of the newly promoted employee does not contact the Badge and Identification Card Coordinator, the Coordinator will mail a notification to the Director requesting that the Director schedule an appointment for the employee to receive a replacement Badge. The old Badge shall be surrendered at the time the new Badge is issued.

SECTION – E: DEPARTMENT BADGE AND IDENTIFICATION CARD INSPECTION & RESPONSIBILITIES

A Departmental Identification Card shall be issued to each employee of the County of Los Angeles Probation Department by the Badge and Identification Card Coordinator. Identification Cards shall be subject to the same regulations that apply to the issuance, possession, display, loss and return of a Badge (County Badge Ordinance Section 5.64.330).

DEPARTMENT IDENTIFICATION CARD

An employee is required to wear and properly display the Departmental Identification Card while on duty or while in a County building. A sworn employee is to have the identification card in his/her possession when on duty or in uniform. An exception to this requirement may be temporarily authorized by the employee's Director.

SUPERVISOR RESPONSIBILITY REGARDING THE BADGE AND IDENTIFICATION CARD AND THE ANNUAL INSPECTION PROCESS

The Supervisor shall ensure:

- The Badge and Identification Card are inspected during the annual performance evaluation review.
- The Employee's Performance Evaluation reflects that the Badge and Identification Card have been inspected.

During the Inspection the Supervisor shall ensure:

- The Badge is free of damage.
- The appropriate title appears on the Badge.
- The number on the Badge corresponds to the identification card.
- To refer to the employee's Section file to verify the title and number on the Badge.

For the Identification Card the Supervisor shall ensure:

- The Identification Card is free of damage.
- The appropriate title appears on the Identification Card.
- The Identification Card is not more than five (5) years old.
- Refer to the employee's Section file to verify the title and number on the Identification Card.

EMPLOYEE RESPONSIBILITY FOR BADGE AND IDENTIFICATION CARD

An employee to whom a Probation Department Badge and/or Identification Card is issued shall:

- Maintain the Badge and Identification Card in good condition.
- Have on their person the Badge (Peace Officer Status) and Identification card while on duty.
- Present, return or surrender Badge and Identification Card on demand to the Chief Probation Officer or designee and/or management and supervisory personnel. A Badge or Identification Card shall be considered lost or stolen if the employee cannot produce the item within seventy-two (72) hours.

LOST, STOLEN OR DAMAGED BADGES AND IDENTIFICATION CARD

An employee whose Badge and/or Identification Card have been lost or stolen shall file a police report with the appropriate law enforcement agency within twenty-four (24) hours. The police report must include the employee's name and employee number, Badge number, and a description of the Badge. A copy of the police report must be submitted to the Badge and Identification Card Coordinator as soon as it is available from the law enforcement agency.

Within one business day of discovering that his/her Badge and/or Identification Card have been lost or stolen, the employee must also:

- Complete an Office of Security Management Security Incident Report (OSM SIR), which must be signed by the employee's immediate supervisor.

- Submit the OSM SIR to the County Office of Security Management, and send a copy to the Badge and Identification Card Coordinator.

The Department shall issue a replacement Badge and/or Identification Card only upon receipt of all required documentation including: the police report, OSM SIR, and a Declaration stating under penalty of perjury that the Badge has been lost or stolen. The Badge and Identification Coordinator will provide the Declaration to the employee at the appointment scheduled to issue the replacement Badge.

SECTION – F: DEPARTMENTAL RETIREMENT BADGE; REPLICA BADGE AND IDENTIFICATION CARD

A Probation Department employee who is authorized to have a Badge issued to him/her and has ten (10) cumulative years of Los Angeles County Probation Peace Officer service, or is a Peace Officer at the time of retirement, and who subsequently is honorably retired may be issued and possess an official Badge with the words “Honorably Retired” plainly shown on the face of the Badge. The Badge and Identification Card shall be issued at the County’s expense upon the employee’s retirement.

During the separation interview, the employee will have the opportunity to request or decline a retirement Badge and Identification Card. An employee requesting a retirement Badge shall complete the Request for Retirement Badge Form. A retiree may request a retirement Badge and Identification Card at the time of the separation interview or at any time after retirement. A retirement Badge and Identification Card may be issued so long as the retiree continues to meet the State Penal Code requirements for a Peace Officer.

The retiring employee may elect to encase the Badge in a clear Lucite block. This will be at the employee’s expense. The cost for this process will be collected at the time the employee makes the request for the Badge.

RETIREE IDENTIFICATION CARD WITH CONCEALED CARRY (CCW) NOTATION

To qualify for a retired Identification Card with the CCW notation, a retiree must be honorably retired and must have been authorized to carry a firearm during the scope of his/her appointment as a peace officer. The retiree must meet the criteria set forth in Penal Code Section 25450.

LOST OR STOLEN RETIREMENT BADGE AND OR IDENTIFICATION CARD

A retired Probation Department employee must immediately notify the Probation Department if his/her Badge or Identification Card is lost or stolen and file a police report with the appropriate law enforcement agency.

REPLICA BADGE

A former Probation Department employee who was previously authorized to have a Badge issued to him/her and worked 10 or more years of Los Angeles County Probation Peace Officer service before leaving, may request the issuance of a "Replica Badge" (also known as a Keepsake Badge) if he/she honorably left the Probation Department.

Issuance of a Replica Badge is contingent on approval by the Chief Probation Officer. Each Replica Badge shall be permanently encased in block Lucite, or other similar material, in such fashion as to render the Badge unusable for active service.

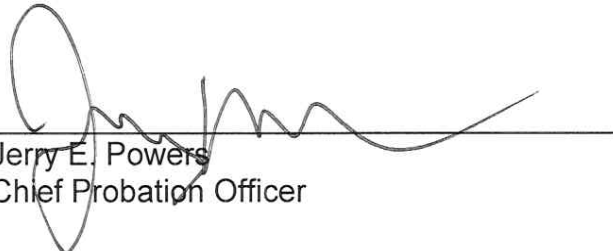
REPLICA BADGE FOR THE FAMILY OF AN ACTIVE DUTY OFFICER THAT DIES

The next of kin of an employee that dies may request the retention of the Badge as a keepsake so long as the employee met the requirements of Penal Code Section 16690 at the time of death.

The Badge and Identification Card Coordinator shall render the badge number as "Retired". The next of kin shall incur the cost of this process which shall be collected at the time the request is made. The cost is based on the manufacturing costs. A next of kin requesting Retention of the Badge shall complete the Next of Kin Request for Retention of Badge Form.

The County may confiscate a Badge and/or Identification Card that are/is used for unlawful purpose.

Questions regarding this Directive may be addressed by contacting the Risk Management Badge and Identification Card Control Unit at (562) 940-2033 or via email at BadgeandIdentification@probation.lacounty.gov.



Jerry E. Powers
Chief Probation Officer