

## BADGES AND CASES

- AUTHORITY:** Section 538d of the California Penal Code  
Administrative Directive
- RESCINDS:** Procedure Manual Item 1-5-403, dated 02/27/19
- FORMS:**
- |   |             |
|---|-------------|
| Acknowledgement of Receipt of Badge                     | (PSD Form)  |
| Acknowledgement of Receipt of Belt Badge                | (PSD Form)  |
| Acknowledgement of Receipt of Retiree Badge and ID Card | (PSD Form)  |
| Special Incident Report - Field Services                | (F057-9162) |
| Special Incident Report - Institutions                  | (F057-7018) |
| Annual Audit Checklist                                  | (PSD Form)  |
- PURPOSE:** To maintain effective control of badges and cases issued in the Probation Department. The Professional Standards Division (PSD) Office Specialist (OS) is the designated Custodian of Badges.

### I. GENERAL INFORMATION

- A. Departmental badges designate the bearer as a peace officer operating under the authority of the Chief Probation Officer. Deputized personnel authorized to carry a departmental badge are expected to use it responsibly and professionally, and to guard against its loss or misuse.
- B. Badges and Probation Department identification cards are to be carried in departmentally issued badge/ID cases, separate from personal wallets or billfolds.

In addition, belt badges may be issued to sworn employees upon request. **Request should be submitted to Supervisor and sent via email to the Custodian of Badges.**

The wallet badge is the primary badge number and must be used when referencing badge numbers in any documentation.

- C. Selling, loaning, giving, or transferring a badge to another person is a misdemeanor (Section 538d of the California Penal Code). Use of the badge to solicit special treatment or material advantage is a violation of departmental policy.
- D. Any misuse of a departmental badge for any purpose other than in the performance of official duties is unauthorized, and the employee may be subject to appropriate disciplinary action and/or possible criminal sanctions for such unauthorized use.

## II. PROCEDURE

### A. Duties of Custodian of Badges

1. Maintain physical control of all unissued badges.
2. Keep unissued badges/cases in a secure locked storage area.
3. Issue/control new and returned badges/cases.
4. Order new badges and/or cases when supply is low.
5. Maintain a numerical record of all badges by classification. Record must contain badge number, name of sworn employee issued the badge, and the date the badge is issued or returned.
6. Notify the PSD Division Director (DD) when a separating, retiring, or employee on a department-approved Leave of Absence fails to return an assigned badge.
7. Notify the Orange County Sheriff-Coroner of all lost or stolen badges.
8. Maintain record of all lost or stolen badges.

### B. Procedure for Issuing Badges

1. The Custodian of Badges is responsible for issuing badges to employees hired or promoted into deputized classifications. The Custodian of Badges shall also issue badges to sworn employees to replace badges that are lost or stolen.
2. All sworn employees who are personally issued a departmental badge must first complete Badge Protocol Orientation and sign an Acknowledgement of Receipt of Badge form. This is done at the start of Juvenile Correctional Officer Core Course (JCOCC) and/or Basic Probation Officer Core (BPOC).
3. Deputized staff who are issued a belt badge must sign an Acknowledgement of Receipt of Belt Badge form.

### C. Lost or Stolen Badges

1. It shall be the responsibility of anyone, to whom a badge is issued, to notify his/her supervisor immediately of the loss or theft of his/her badge.
  - a. A report must be submitted by the sworn employee to the appropriate police department for lost or stolen badges. If the jurisdiction in which the loss occurred is unknown, the report should be submitted to the jurisdiction in which the sworn employee resides. The sworn employee is to obtain a copy of said report.
  - b. The sworn employee must complete a Special Incident Report (SIR) and submit the SIR, along with a copy of the police report, through his/her chain of command. The SIR must contain badge

number, date lost/stolen, DR number, location of loss/theft, and the circumstances of the loss/theft.

c. The DD in the sworn employee's chain of command shall review the SIR, police report, and any additional information provided by the sworn employee or supervisor. This information is then forwarded to the PSD DD.

2. The PSD DD will determine the sworn employee's level of responsibility for the loss of the badge and/or case and authorize the issuance of a replacement badge. The PSD DD will forward the authorization and all accompanying documentation to the Custodian of Badges.

3. The Custodian of Badges will make an appropriate entry in the badge log, forward a Lost/Stolen Badge Notification to the Sheriff-Coroner, retain a copy for the custodian's records, and issue a replacement badge in accordance with the instructions of the PSD DD.

#### D. Return of Badge to Custodian of Badges

1. Prior to a sworn employee leaving on an official leave of absence of thirty (30) days or more, the immediate supervisor shall obtain the badge and case from the sworn employee and personally turn it over to the Custodian of Badges. The badge is to be returned to the sworn employee on the first working day after the leave of absence has expired. It is the responsibility of the sworn employee's immediate supervisor to ensure this is accomplished.

2. The sworn employee will, on termination of employment and prior to completion of the last working day, return the badge and case to his/her immediate supervisor. This procedure shall also apply when the sworn employee has been transferred to another department within the County of Orange or to a position within the Department in which the employee is not authorized to carry a departmental badge. The immediate supervisor shall personally return the badge and case to the Custodian of Badges. Under no circumstances are the badge and case to be returned to the Custodian of Badges via inter- or intra-departmental mail.

3. Upon honorable retirement, sworn employees may purchase their assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of policy. Sworn employees must first receive approval from Executive Management (EM). Once approved, payment shall be made to the Contact Custodian of Badges **for EM approval process**, encasement options and cost.

#### E. Inventory

1. All badges and identification cards will be inventoried once each year via the Annual Audit Checklist. The assigned supervisor must visually verify the sworn employee is in possession of the badge and case when reviewing the Annual Audit Checklist with the employee.

2. All DDs will cooperate with the Custodian of Badges in accomplishing the inventory to ensure all badges are accounted for and appropriate action is

taken in the event any badges are missing. Any badges determined to be missing will be referred to the appropriate DD for follow-up with the involved sworn employee.

F. Retiree Carry Badges

1. Upon honorable retirement, sworn employees have the option to receive a retiree badge courtesy of the Department. The retiree badge depicts the position title held at the time of retirement.
2. Requests for retiree badges must be made in writing and approved by EM. Requests will be made prior to or within ninety (90) days after the retirement date. Contact the Custodian of Badges for more information.
3. The retiree must sign an Acknowledgement of Receipt of Retiree Badge and ID Card form.

G. Retirement Guidelines

1. Honorable / Regular Retirement
  - a. Sworn employees who have qualified for, and have accepted, a service retirement, are eligible to receive the following:
    - (1) Identification Card
    - (2) Flat Badge - "Retired"
2. Separation
  - a. The employee is not eligible to receive either of the following:
    - (1) Identification Card
    - (2) Flat Badge
3. Termination / Retirement or Separation "In Lieu of Termination"
  - a. NO Identification Card
  - b. NO Flat Badge
4. Medical Retirement (for non-psychological reasons)
  - a. Regardless of years of service, the employee is eligible to receive the following:
    - (1) Identification Card
    - (2) Flat Badge - "Retired"

**REFERENCES:**

Procedure:	1-4-114	Reporting Unusual or Special Incidents
	1-4-119	Field Officer Safety Information/Required Equipment for Field Activities
	3-1-001	Care and Use of County-Owned Facilities/Equipment
Policy:	C-13	Recovery of County Equipment Upon Separation or Transfer
	C-16	Employee Conduct - On Duty
	C-17	Employee Conduct - Off Duty - Law Violations
	D-1	Threats, Harm, Danger to Employees and Others
	G-7	Distribution and Use of County Services, Supplies, and Equipment

D. Quiane

**APPROVED BY:**