

## IDENTIFICATION CARDS

POLICY & PROCEDURE NO. <b>4.30</b>	ISSUE DATE: 04/04/11
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MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: NONE	REVISION DATE:

### I. GENERAL CONSIDERATIONS AND GUIDELINES

It is imperative that citizens who are approached or questioned by police officers be able to verify that the officer is actually a law enforcement officer. It is also important that sworn personnel carrying firearms are able to identify themselves to security and other law enforcement personnel when entering secure properties or interacting with other law enforcement agencies.

M.G.L. 41 § 98D requires that municipal police departments issue identification cards to every full time officer bearing the officer's photograph and the municipal seal. The statute requires that officers carry the cards on their person, and exhibit them upon lawful request for purposes of identification.

The Erving Police Department is participating with other Massachusetts Police Departments in a state-wide program administered by the Massachusetts Chiefs of Police Association to provide identification cards for authorized police officers, both active and retired. The purpose of the project is to provide a secure, standardized identification card that will assure the public and law enforcement officers that the bearer is a legitimate sworn officer in the Commonwealth of Massachusetts. Identification cards issued under this program utilize security features to thwart counterfeiting and tampering.

Identification cards issued by this Department are the property of the Department, and shall be surrendered immediately upon demand. Reference to the term "officer" in this policy shall, unless the context dictates otherwise, apply to those employed both on a full-time and a part-time basis, the latter including all those so employed regardless of their designation as a special, reserve or intermittent police officer

## II. POLICY

It is the policy of this Department to:

- A.** Provide one identification card to every police officer;
- B.** Require officers to carry their identification card with them at all times while on duty, except in unusual circumstances when properly authorized;
- C.** Provide one identification card to every full-time police officer who separates from the Department in good standing after at least ten years of service; and
- D.** Ensure that identification documents issued to other employees of the Department are of a design that is easily distinguishable from those issued to police officers.

## III. PROCEDURES

### A. Design of Identification Cards

1. The Chief of Police will issue one ID card to every police officer.
2. Every ID card will bear the following on the front of the card:
  - i.** A banner containing the words “Commonwealth of Massachusetts” and “Police”
  - ii.** A full face photograph of the officer;
  - iii.** An image of the Department’s shoulder emblem;
  - iv.** The officer’s full name;
  - v.** The officer’s rank (in the case of a part-time officer, the rank shall be **Reserve Officer**; and
  - vi.** The name, address and telephone number of the police department; and
  - vii.** The signature of the Chief of Police;
3. The back of the card will bear the following:
  - i.** The officer’s signature;
  - ii.** The officer’s date of birth;
  - iii.** A sequential serial number; and
  - iv.** Instructions that the card should be returned to this department if it is found after being lost or stolen

### B. Carrying of Identification Cards

1. Police officers shall carry their ID cards on their person in an easily accessible place at all times while on duty.

2. Officers who are on duty or conducting police action while off-duty shall display their ID card upon the lawful request of a citizen, except when doing so would be dangerous or would compromise a police investigation, such as in the case of an officer acting in an undercover capacity.
3. Off-duty officers are encouraged to carry their ID card on their person, except in circumstances where they are unable to properly secure it, and shall display it upon the lawful request of a law enforcement officer.
4. Officers must carry their shield and ID card on their person in an easily accessible place, whether inside Massachusetts or in another state, whenever carrying a firearm.
5. Officers have been seriously injured or killed during robberies because the subjects robbing them realized that they were robbing a police officer. For this reason, off-duty officers or officers working in plainclothes should not carry their ID in such a way that it is plainly visible when the officer retrieves cash or a credit card.

### **C. Control of Identification Cards**

1. The Department will issue one ID card to every police officer at the time of the implementation of this policy. Thereafter, as new officers join the Department, an ID card will be issued to them. Typically, this will be to full-time officers upon graduation from the police academy, or when such officers join the Department by other routes, such as so-called “lateral transfers” or hiring from other police agencies. In the case of part-time officers this will be upon graduation from the Reserve/Intermittent Training Program of the Municipal Police Training Committee, or upon hiring a part time officer from another agency who has already completed said training.
2. Due to the likelihood that criminals will use stolen police identification to commit a crime, all officers shall diligently safeguard their cards so as to prevent loss or theft. Officers whose lack of diligence results in the loss or theft of an ID card may face disciplinary action.
3. Officers shall not loan or give their ID cards to any person. They shall, however, surrender the same on demand to a superior officer of the Department.
4. Officers shall not reproduce photograph or post images or copies of their ID on the Internet or elsewhere or allow others to do so.
5. Any officer who loses his/her ID card, or whose ID card is stolen, shall immediately report the loss or theft to the Shift Commander, who shall;
  - a. File a written report concerning the loss or theft; and
  - b. Ensure that the card is entered as a stolen article in LEAPS and NCIC under the article type ICREDEN (The cards are serial numbered). The remarks field of the entry should contain a description of the card.

**6.** Lost or stolen cards that are recovered shall be cancelled in LEAPS and NCIC. If a replacement card has been issued, the recovered card shall be destroyed.

**7.** Upon return to duty, the officer whose ID card was lost or stolen shall file a full report to the Chief of Police, documenting the events surrounding the loss or theft.

**8.** Lost, damaged or stolen ID cards will be replaced by the Department.

**9.** The Department will demand the return of an ID card from any officer whenever the officer:

Is suspended;

**a.** Is been prohibited by the Department from carrying a firearm;

**b.** Is terminated; or

**c.** Resigns transfers or retires from the Department.

**10.** Officers are responsible for applying for a new ID card whenever there is a change in the officer's name, full or part-time status, or rank.

**11.** Department ID cards have expiration dates. Every officer is personally responsible for ensuring him or her:

**a.** Obtains a new card prior to the expiration of the existing card; and

**b.** Returns to the department the expiring card as soon as the new card is received.

#### **D. Former Police Officers**

**1.** Upon the separation from duty of any full-time officer, the Department will issue an ID card identifying the officer as a retired police officer, provided that the officer:

**a.** Separated in good standing, meaning that such officer was not charged with or suspected of criminal activity at the time of retirement, nor was he or she under investigation or facing disciplinary action for an ethical violation of departmental rules, or for any act of dishonesty;

**b.** Before such separation, served as a law enforcement officer for an aggregate of ten years or more, or separated from service due to a service-connected disability after completing his or her probationary period;

**c.** Is not unqualified to be a police officer for reasons relating to mental health; and

**d.** Is not prohibited by Federal law from possessing a firearm.

**2.** ID cards issued to former officers as described above will be of the same design as those issued to active duty officers except that they will bear the word “RETIRED” on the face of the card.

**3.** ID cards issued to retired officers remain the property of the Police Department. Officers who receive an ID card must sign an agreement stating that they recognize that the card belongs to the Department and agreeing to return it upon demand.