



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



### 380.02 IDENTIFICATION CARDS 06-14-09

#### **PURPOSE**

The purpose of this order is to establish procedures for obtaining, using, and controlling department identification (ID) cards.

#### **POLICY**

It shall be the policy of the Sacramento Police Department that employees, while on duty OR at a department facility, be readily identifiable as employees of the Department by wearing an ID card, badge, or pocket name plate.

#### **PROCEDURE**

##### A. ISSUE POINT

1. The Personnel Services Division (PSD) shall complete an application for department ID cards for all new personnel and refer them to the Forensic Investigations Section (FIS) fingerprint office located at HOJ.
  - a. Employees shall call the FIS fingerprint office between the hours of 0730-1545 hours (Office is closed between 1200-1300 hours for lunch) to make an appointment to have their picture taken.
  - b. Employees shall hand deliver the application to the FIS fingerprint office.
  - c. The FIS shall issue all ID cards.
2. Employees may buy pocket name plates, at their own expense, through the PSD.

##### B. ID STANDARDS

1. Officers shall:
  - a. receive a pre-punched, wallet-type ID card (SPD 92) with clasp.
  - b. receive a second wallet-type ID card (SPD 92).
2. Reserve officers shall:
  - a. receive a pre-punched, wallet-type ID card (SPD 93) with clasp.
  - b. receive a second wallet-type ID card (SPD 93).
3. Full time civilian personnel shall:
  - a. receive a pre-punched, wallet-type ID card (SPD 89) with clasp.
  - b. receive a second wallet-type ID card (SPD 89).
  - c. Background investigators shall be issued a wallet-style flat badge with the words "BACKGROUND INVESTIGATOR" across the top face of the badge.
4. All temporary employees, including volunteers, limited-term personnel, student trainees, and student interns, shall receive one (1) pre-punched ID card (SPD 89) with clasp.

##### C. ID CARD PICTURES

1. All employees shall have a picture taken by the FIS for their ID cards.
2. Officers and reserve officers
  - a. All officers and reserve officers shall be photographed from the shoulder up wearing the following:
    - (1) a long sleeve or short sleeve class A uniform shirt.
    - (2) a uniform tie and tie bar.
    - (3) badge.
    - (4) approved metal name tag.
  - b. Detectives may be photographed wearing plain clothes. The plain clothes shall be professional business attire (including a tie for male officers).
3. Civilian personnel
  - a. Full-time civilian personnel shall wear the prescribed uniform, badge, and name tag, if their position requires a uniform. These include:
    - (1) Community service officers.
    - (2) Dispatcher IIs, IIIs, and supervising dispatchers.
    - (3) Custodians.

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- (4) FIS personnel.
  - b. Appropriate professional business attire shall be worn by all other employees.
- 4. Exceptions
  - a. Officers may receive new ID cards when:
    - (1) They are assigned to special undercover operations, OR
    - (2) Their normal appearance is altered temporarily with a beard, long hair, or other unusual features.
  - b. In these instances, employees shall wear plain clothes.
  - c. Written authorization to allow exceptions shall be required from the employee's Office Chief before the FIS will complete the photo process.
- D. POCKET NAME PLATES
  - 1. Employees may wear pocket name plates at department facilities in place of ID cards. They may also be used at meetings, conferences, training schools, or seminars in place of name tags.
  - 2. Pocket name plates shall not be used for any other purpose such as identification at crime scenes, during investigations, etc.
- E. DISPLAY GUIDELINES

Employees not in uniform shall comply with at least one (1) of the following when at a department facility:

  - 1. ID cards shall be:
    - a. clipped to the outermost garment, visible to the public, preferably on the upper torso.
    - b. worn on an appropriate lanyard around the neck.
  - 2. Pocket name plates shall be worn on the left breast pocket of the outermost garment.
  - 3. Sworn employees shall display their badge or detective shield:
    - a. on their belt.
    - b. on the left breast pocket of the outermost garment.
    - c. on an appropriate lanyard worn around the neck.
- F. FIELD GUIDELINES
  - 1. Plainclothes employees not otherwise clearly distinguishable as employees shall wear an ID card at:
    - a. an incident sealed or secured by uniformed officers.
    - b. major disasters or multi-agency incidents.
    - c. situations involving an Incident Command Post.
  - 2. Plainclothes officers, not otherwise clearly distinguishable, shall wear an ID card when covering uniformed officers, unless acting in a covert manner.
- G. RENEWAL REQUIREMENTS
  - 1. All personnel, shall renew their ID cards prior to ten (10) days of the expiration date.
    - a. Permanent personnel shall renew their ID cards every four (4) years based on the employee's birthday.
    - b. Retired personnel shall renew their ID cards every five (5) years based on the retiree's birthday.
    - c. Limited-term employees and volunteers shall renew their ID cards on an annual basis based on their initial date of employment.
    - d. All expired ID cards shall be returned to the FIS before renewal ID cards will be issued.
- H. LOST OR STOLEN ID
  - 1. When a department ID is either lost or stolen the employee shall:
    - a. immediately notify their chain of command.
    - b. complete a General Offense (GO) (If the ID card, badge, or pocket name plate was lost or stolen within the City jurisdiction.)
    - c. report all other thefts of their ID card, badge, or pocket name plate to the law enforcement agency of jurisdiction and complete a GO for this Department.
  - 2. The Department shall not reimburse employees for lost or stolen pocket name plates or ID wallets.
- I. COLLECTION POINT
  - 1. Upon resignation or termination:

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- a. Officers and reserve officers shall turn in their ID cards to either the PSD or Evidence & Property Section (EPS) when returning their department-issued equipment. The PSD/EPS shall forward the ID cards to the FIS.
  - b. Civilian personnel shall turn in their ID Cards and Department-owned badges to their immediate supervisor, who shall forward ID cards to the FIS and badges to the PSD.
2. Retiree ID cards  
Employees shall apply for a "Retiree" ID card through the FIS and turn in all active ID cards at that time.
- a. Civilian personnel shall receive a "Retiree" ID card (SPD 84).
  - b. Sworn retirees may select either an SPD 85 or SPD 86 card. (See G.O. 380.04 regarding the required memorandum to obtain a concealed weapon endorsement).
  - c. All sworn retiree ID cards shall be issued in compliance with 12027 PC.
  - d. Any denial or revocation of a sworn retiree ID card shall be done in compliance with 12027.1 PC.