

Department Badges and Identification

1051.1 PURPOSE AND SCOPE

This policy provides guidelines for the authorization and use of Department badges, patches and identification.

1051.2 POLICY

The Vancouver Police Department badge, uniform patch and identification, as well as the likeness of these items and the name of the Vancouver Police Department are the property of the Department and their use shall be restricted as set forth in this policy.

The uniform badge shall be issued by the Department as a symbol of authority. Only authorized badges issued by this Department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

Employees of the Department, when acting as a representative of the Vancouver Police Department or the City of Vancouver, shall, upon request of any person, give their name and display the official badge or identification card. In certain emergency situations, it is not feasible to comply with such requests immediately. However, employees of this Department shall identify themselves when requested to do so as soon as it is practicable.

1051.2.1 FLAT BADGE

Sworn officers may purchase, at his/her own expense, a flat badge capable of being carried in a wallet or badge carrier. The use of the flat badge is subject to all the same provisions of Departmental policy as the uniform badge.

- a. An officer may sell, exchange, or transfer the flat badge he/she purchased to another officer within the Vancouver Police Department with the written approval of the Chief of Police.
- b. An honorably retired officer may keep his/her flat badge upon retirement.
- c. The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1051.2.2 CIVILIAN PERSONNEL

Badges issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g., DECU Investigator).

Non-sworn personnel shall not display any Department badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

Non-sworn personnel shall not display any Department badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

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1051.2.3 RETIREE UNIFORM BADGE

Upon retirement in good standing, employees may purchase their assigned duty badge for private memorabilia display purposes.

1051.2.4 ISSUED RETIRED BADGE

Upon retirement in good standing, sworn personnel will be issued retirement credentials as listed in VPD Policy 1002.

1051.2.5 DEPARTMENT ISSUED IDENTIFICATION

The Department issues each employee an official Department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Department-issued identification at all times while on duty.

Whenever sworn personnel are off duty and carrying a concealed weapon under the authority of the Department, they must be in possession of their Department-issued identification card.

1051.3 DAMAGED OR LOSS OF A BADGE/IDENTIFICATION CARD

Employees shall be responsible for the safekeeping, proper care, use and replacement of Department badges and identification cards assigned or entrusted to them.

Employees shall promptly report the damage to and/or loss of a badge or identification card through their chain of command as soon as possible. Personnel reporting damage and/or loss of a badge must follow the directions outlined in **Policy 700 - Department Owned and Personal Property**. Employees may be required to pay for the replacement of a badge if it is intentionally abused or if the employee's reckless action caused damage to or loss of the badge.

Employees reporting the damage and/or loss of a Department issued identification card can obtain a replacement card through the Office of the Chief.

1051.4 UNAUTHORIZED USE

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all sworn employees for official use only. The Department badge, shoulder patch or the likeness thereof, or the Department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and Department name for all material (printed matter, products or other items) developed for Department use shall be subject to approval by the Chief of Police.

Employees shall not loan his/her Department badge or identification card to others and shall not permit the badge or identification card to be reproduced, duplicated or used to gain favor/consideration.

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1051.5 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the Department badge shall not be used without the expressed authorization of the Chief of Police.

The Vancouver Police Officers Guild and the Police Command Union may use the likeness of the Department badge for merchandise and official union business provided they are used in a clear representation of the union and not the Vancouver Police Department. The following modifications shall be included:

- a. The text on the upper and lower ribbons is replaced with the name of the employee association.
- b. The badge number portion displays the initials of the employee association.