

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject MANAGEMENT OF OFFICE BADGES AND IDENTIFICATION CARDS	Policy Number GC-2
		Effective Date 04-05-23
Related Information CP-2, <i>Code of Conduct</i> DH-1, <i>Jail Access</i> GB-3, <i>Cross Certification of Federal Peace Officers</i> GJ-26, <i>Sheriff's Reserve Deputy Program</i> GJ-32, <i>Honor Guard Unit</i>	Supersedes GC-2 (07-31-19)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the management, accountability, and the control of Office badges and identification cards.

Although this Office Policy refers to employees throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to maintain strict management, accountability, and control of all badges and identification cards issued by the Office.

DEFINITIONS

Badge: A six-point badge issued by the Office and worn by deputies, reserve deputies, detention officers, and security officers in uniform.

Cross-Certification: Certification by the Sheriff of selected federal peace officers allowing them to possess and exercise all law enforcement powers of peace officers in the State of Arizona, for one year.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Flat Badge: A six-point badge and case combination issued by the Office to deputies, reserve deputies, designated detective personnel, and designated detention personnel.

Immediate Family: The spouse, parent, grandparent, sibling, child, grandchild, stepchild, or stepparent responsible for the employee.

Office-issued Identification Card: A picture Office Identification Card issued to employees, volunteers, cross-certified federal peace officers, and designated contractors, that identify the person as a member of, or associated with, the Maricopa County Sheriff's Office.

Next-of-Kin: The person or persons most closely related to a decedent by blood or affinity. For the purposes of this Office Policy, ARS 36-831.A, specifies the legal order of next-of-kin for the duty of burying the body or providing other funeral and disposition arrangements for a deceased person.

PROCEDURES

1. **Management of Office Badges and/or Office-issued Identification (ID) Cards:** When an Office badge and/or Office-issued ID card is issued, documentation requirements shall include the date and the name of the person who issued the Office badge or Office-issued ID card and the person they were issued to. When an Office badge or Office-issued ID card is damaged or destroyed, it shall be replaced in a timely manner. Any found or recovered stolen Office badges and/or Office-issued ID cards shall be returned to the employee's assigned division. Office badges and ID cards shall be further managed as follows:
 - A. **Duty Badges:** The Human Resource (HR) Services Division of the Human Resources Bureau is responsible for the procurement and record keeping of all MCSO badges.
 1. **Breast Badges:** Issued to deputies, reserve deputies, detention officers, and security officers;
 2. **Flat Badges:** Issued to deputies, reserve deputies, designated detectives, detention lieutenants, and detention captains; and
 3. **Hat Badges:** Issued to designated deputies and designated detention officers.
 - B. **MCSO Honor Guard Unit Uniform Badges:** Honor Guard Unit uniform and ceremonial coat badges are issued and managed by the Enforcement Support Division, as specified in this Office Policy.
 - C. **Employee and Reserve Deputy Office-issued ID Cards:** The HR Services Division is responsible for the issuing, activating, and deactivating of Office-issued employee and reserve deputy ID cards. Once the HR Services Division deactivates an Office-issued ID card, they no longer track or are responsible for destroying the card.
 1. If an employee is demoted, resigns, or dismissed, their Office-issued ID card shall be collected.
 2. If a reserve deputy resigns or is dismissed, their Office-issued ID card shall be collected by the Enforcement Support Division.
 - D. **Cross-certified Federal Peace Officer ID Cards:** The HR Services Division is responsible for issuing, activating, and deactivating of Office-issued ID cards for cross-certified federal peace officers, as specified in Office Policy GB-3, *Cross-Certification of Federal Peace Officers*. Federal peace officers shall not be issued an Office badge.
 1. Cross-certified federal peace officers who no longer conducting business with the Office or have expired Office-issued ID cards are required to return them to the HR Services Division.
 2. After the Office-issued ID cards are returned to HR Services Division, they shall be deactivated and destroyed.
 - E. **Posse Member Office-issued ID Cards:** The Enforcement Support Division shall be responsible for the procurement, inventory, and accountability of Posse Member ID cards. The Pre-Employment Services Division of the Human Resource Bureau is responsible for issuing applicable ID cards based on the posse members' qualified training level.

- F. Volunteers and Contractors ID cards:
 - 1. Volunteers and Contractors issued an Office ID card by the HR Services Division who no longer conduct business with the Office shall return their Office-issued ID card to the HR Services Division through their designated liaison. After the Office-issued ID cards are returned to the HR Services Division, the cards shall be deactivated and destroyed.
 - 2. Volunteer and Contractor ID cards issued by the Custody Support Division shall be handled, as specified in Office Policy DH-1, *Jail Access*.
- 2. **Employee and Volunteer Accountability for Office Badges and Office-issued ID cards:** Employees and volunteers shall be held accountable for the negligent loss, misuse, or abuse of Office badges and Office-issued ID cards and may also be criminally or civilly liable. Employees and volunteers shall not lend their Office-issued ID cards, badges, or uniforms to another person. Employees and volunteers shall not permit their Office-issued ID cards or badges to be photographed or reproduced unless necessary for official business such as extradition trips, obtaining records from other government agencies, or otherwise authorized by the Chief Deputy or designee, as specified in Office Policy CP-2, *Code of Conduct*.
- 3. **Badges for Transfer to/from Special Assignment:** Specialized assignment flat badges for authorized personnel require approval from executive command. Personnel assigned flat badges from specialized assignments shall return the flat badge to the HR Services Division within five business days after the transfer from that assignment. A new flat badge for the employee's current assignment and/or classification may be issued by the HR Services Division upon approval.
 - A. Detectives transferred to a non-detective assignment may request to purchase their Office-issued detective badge by submitting a memorandum through their chain of command to their respective bureau chief. All others shall return their detective badge to the HR Services Division, as specified in this Office Policy. Deputies who purchased their detective badge who are transferred to a non-detective assignment shall not wear or display a detective badge.
 - B. Honor Guard hat badges are issued by the HR Services Division. Employees assigned to the Office Honor Guard should request a hat badge by submitting a memorandum through their chain of command to the HR Services Division. Employees shall return the Honor Guard hat badge to the HR Services Division once they are no longer assigned to the Honor Guard. Hat badges are not available for purchase.
 - C. Honor Guard ceremonial uniform and coat badges are issued by the Enforcement Support Division. Employees assigned to the Office Honor Guard should request an uniform and/or ceremonial coat badge by submitting a memorandum through their chain of command to the Enforcement Support Division. Employees shall return the Honor Guard uniform ceremonial coat badge to the Enforcement Support Division once they are no longer assigned to the Honor Guard. The uniform and ceremonial coat badges are not available for purchase.
 - D. Training Division academy instructor hat badges are issued by the HR Services Division. Employees assigned to the Training Division, as sworn or detention instructors, should request a hat badge by submitting a memorandum through their chain of command to the HR Services Division. Employees shall return the Training Division hat badge to the HR Services Division once they are no longer assigned to the Training Division. The Training Division hat badges are not available for purchase.
- 4. **Return of Office Badges upon Promotion or Demotion:** A promoted or demoted employee is not authorized to display their badge of previous rank and shall return their badge to the HR Services Division

within five business days of the promotion or demotion for exchange. Upon promotion, the employee is provided an opportunity to purchase the badge from their previous rank.

5. **Return of Office Badges and ID cards upon Resignation/Dismissal:** Upon an individual's resignation or dismissal, all Office-issued equipment, excluding firearms, shall be immediately returned to the Training Division. The Training Division shall be responsible for returning any badges and Office-issued ID cards to the division responsible for them, as specified in this Office Policy. Employees who resign or are dismissed from employment shall not be afforded the opportunity to purchase their badge.
6. **Retirement:** If a deputy or detention officer is retiring in good standing as determined by the employee's bureau chief, the Office shall present the employee with their breast badge mounted on a plaque, and an Honorably Retired Office-issued ID card. The HR Services Division processes retirement plaques for compensated sworn, detention, and civilian employees retiring with ten or more years of service who are in good standing.
 - A. Employees retiring in good standing may purchase one breast badge for all previous sworn and detention ranks held, upon request through their respective bureau chief. If not previously purchased, Executive Chief approval is required prior to the HR Services Division processing the employee's request. Any exceptions for badge requests shall require the approval of the Chief Deputy.
 - B. Deputies retiring in good standing shall be issued a retired Office-issued ID card and may have the option to purchase their current flat badge or jacket badge.
 - C. Detention officers retiring in good standing shall be issued a retired Office-issued ID card and may have the option to purchase their current jacket badge. Detention officer captains and lieutenants have the option to purchase their current flat badge upon retirement.
 - D. The HR Services Division shall confirm with the retiring employee what badges will need to be returned, if not purchased upon retirement.
 - E. The Office may offer a deputy or detention officer the opportunity to purchase one breast badge with the word Retired on the top rocker subject to the following:
 1. Request for consideration to purchase a retired breast badge must be included in the employee's initial retirement notification.
 2. After processing of the request by the HR Services Division to ensure the eligibility for the purchase are met, Executive Chief approval is required.
 3. Exceptions to any of the requirements must be approved by the Chief Deputy.
 - F. Procedures for retiring reserve deputies are found in Office Policy GJ-26, *Sheriff's Reserve Deputy Program*.
 - G. If a deputy or detention officer is critically injured related to an on-duty incident which results in a medical retirement, the employee may receive their badge at no cost. In certain circumstances, the employee's immediate family member may receive the employee's badge on behalf of the employee.
7. **Death of an Employee:**
 - A. In the event of an employee line of duty death, the employee's next-of-kin is authorized to receive

the employee's badge at no cost.

- B. If a deputy or detention officer suffers a non-line of duty death, the next-of-kin may be authorized to purchase the employee's current breast badge. The next-of-kin may also purchase one breast badge of each rank held not previously purchased during the employee's career with the Office.

8. **Reporting/Documenting of Missing/Lost/Stolen/Damaged Office Badges and Office-issued ID cards:**
When an Office-issued badge and/or Office-issued ID card is missing or has been lost, stolen, or damaged, the employee shall immediately report the incident to their immediate supervisor. Supervisors should notify their chain of command of any missing, lost, or stolen Office badge as soon as possible.

A. Documenting/routing requirements for badges:

- 1. In all cases, excluding damage, an Office or other agency *Incident Report* (IR) shall be completed.
- 2. The employee shall prepare a memorandum detailing the circumstances, including the IR number and the agency if applicable, and forward the memorandum with a copy of the IR through the chain of command to the HR Services Division.
- 3. The employee shall make an entry into Blue Team under the Incident Type Employee Reported Activity (ERA) attaching their memorandum and (if applicable) IR regarding their missing, lost, stolen, or damaged Office badge. The ERA entry shall be forwarded through the chain of command to the division commander with a carbon copy sent to the involved employee.
- 4. Upon receipt of the memorandum and with the proper authorization from the employee's chain of command, HR Services Division shall notify the Operation Information Center (OIC) Section supervisor and replace the badge.
- 5. The OIC Section shall enter the lost or stolen badge information into the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC) System.

B. Documenting/routing requirement for missing, lost, stolen, or damaged Office-issued ID cards:

- 1. If the employee's Office ID card is missing, lost, stolen, or damaged they shall submit a memorandum through their chain of command to the HR Services Division, describing the cause of the lost, stolen, or damaged ID card and request a replacement.
- 2. The employee shall make an entry into Blue Team and attach their memorandum regarding their missing, lost, stolen, or damaged Office ID card under the Incident Type Employee Reported Activity (ERA). The ERA entry shall be forwarded through the chain of command to the division commander with a carbon copy sent to the involved employee.