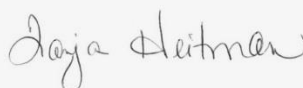


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**Notes and
References**

Policy Statement on Identification Cards



Tanja Heitman
Chief Probation Officer

- I. General Policy
 - A. In an effort to increase workplace safety and security, every Probation Department employee will be assigned a picture identification (ID) card. Peace Officers will be assigned a second picture ID card to be carried with their badge.
- II. Wearing of Identification Cards
 - A. When in uniform staff are not required to display their ID card, but it should be carried on their person. Probation ID cards are required to access Probation Department work sites.
 - B. All staff are required to present the ID card when identifying themselves as employees.
- III. Return/Replacement/Re-issuance of Identification Cards
 - A. Employees are required to return their ID card upon termination of employment.
 - B. Upon promotion, a new ID card will be issued reflecting the date of the promotion, and will include a new photo.
 - C. The ID cards, shall not be left unsecured. When stored in the office, the ID card must be secured in a locked drawer or file cabinet and may not be left in the passenger compartments of a vehicle.

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**Notes and
References**

- D. If an ID card is lost or stolen, the staff is to report the loss up the chain of command via a Pro-313. A copy of the Pro-313 is to be sent to the Professional Standards Unit (PSU) by the supervisor immediately.
