

Department Badges and County Identification Card

317.1 PURPOSE AND SCOPE

The Riverside County Probation Department badge, uniform patch and County identification card, as well as the likeness of these items and the name of the Riverside County Probation Department are property of the department and their use shall be restricted as set forth in this policy. This policy applies to all personnel.

317.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Penal Code § 538d(c)(1);
- Government Code § 19850.5.

317.3 POLICY

The uniform badge shall be issued to sworn staff as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by employees while on duty or otherwise acting in an official or authorized capacity. County identification cards shall be issued to all employees. Upon reissuance of a County identification card, all other cards shall be turned in. When at department buildings, or while acting in an official or authorized capacity, all employees shall wear the County issued identification card or the department issued badge, or the issued uniform with embroidered name and badge. When displaying the County identification card around the neck, sworn staff shall use a breakaway type of lanyard.

317.3.1 BADGE AND COUNTY IDENTIFICATION CARD CONTROL

Officers shall ensure the badge is adequately controlled and/or safeguarded when not in actual use and should avoid storing badges in vehicles or unlocked desk drawers. In addition, officers shall ensure the badge is not given or loaned to, displayed or used by, or under the control of, or transferred to any person other than the person to whom it was issued. Any unauthorized use or display of the badge could, based on the circumstances pertaining thereto, be cause for disciplinary action up to termination from employment.

Any loss or theft of the badge or County identification card shall be immediately reported to the employee's immediate supervisor, and may result in disciplinary action. For lost or stolen badges only, the employee shall make a report to the appropriate law enforcement agency and obtain a report number. The employee shall complete an Incident Report in accordance with policy 646 Incident Reporting for any loss or theft of the badge or County identification card. The Incident Report and law enforcement report, if applicable, will be forwarded to the Human Resources Badge Coordinator.

Riverside County Probation Department

Policy Manual

Department Badges and County Identification Card

317.4 BADGE ISSUANCE

Upon badge issuance, each employee shall:

- (a) Sign a receipt acknowledging the badge issuance (attached). The receipt shall list the date of issuance, badge number, classification, employee identification number and employee's full name.
- (b) Acknowledge in writing that they have read and understand departmental policies and procedures regarding the use of the badge.
- (c) Acknowledge in writing that they have been given and are aware of Section 538d(c)(1) PC.

Extract of the Penal Code:

538d(c)(1) PC: Any person who willfully wears, exhibits, or uses or who willfully makes, sells, loans, gives, or transfers to another, any badge, insignia, emblem, device, or any label, certificate, card, or writing, which falsely purports to be authorized for the use of one who by law is given the authority of a peace officer, or which so resembles the authorized badge, insignia, emblem, device, label, certificate, card, or writing of a peace officer as would deceive any ordinary reasonable person into believing that it is authorized for the use of one who by law is given the authority of a peace officer, is guilty of a misdemeanor.

Officers shall use only the approved issued badges and carrying cases and are prohibited from making alterations. County issued ID cards will be used in the carrying case with the flat badge.

317.4.1 DEPUTY PROBATION OFFICER

Officers in the Deputy Probation Officer classification series shall be issued two badges: one curved badge affixed to a belt clip holder, and one flat wallet badge.

317.4.2 PROBATION CORRECTIONS OFFICER

Officers in the Probation Corrections Officer classification series shall be issued one flat badge. For safety reasons, Probation Corrections Officers shall not display the badge around the neck.

317.4.3 BADGE SURRENDER

Upon separation with the Riverside County Probation Department, regardless of reason, officers shall surrender their badge(s) to the Chief Probation Officer or designee. Surrendered badges shall be forwarded to the Probation Human Resources Division.

317.4.4 MOURNING BANDS

In the event of honoring a fallen peace officer, the Chief Probation Officer or designee will issue a memorandum authorizing the displaying of a black mourning band and the dates it may be worn. When a mourning band is authorized, it shall be worn horizontally across the center of the badge.

317.5 ANNUAL AUDIT

An annual audit of issued badges and County identification cards will be conducted to ensure that all employees have their badges and/or County identification cards in their possession.

Riverside County Probation Department

Policy Manual

Department Badges and County Identification Card

317.6 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, or the likeness thereof, or the department name shall not be used for personal or private reasons regardless of actual gain or benefit 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 and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief Probation Officer or designee.

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 or duplicated.

Specific examples of unauthorized use and/or display of badge include, but are not limited to:

- (a) Display of the driver's license in the same carrying case as the badge;
- (b) Display of the badge to law enforcement officials in an attempt to avoid arrest or citation for any violation of law or ordinance;
- (c) Display of the badge at any store or place of business as a means of identification to cash checks, use credit cards or for any other private/personal business, regardless of reason;
- (d) Display of the badge to garner discounts or privileged treatment at any store or place of business;
- (e) Display of the badge while off-duty to affect control over another.

317.7 RETIREMENT PLAQUES

Sworn and non-sworn staff who retire in good standing and have worked less than 15 years for the department will be eligible to receive a Certificate inscribed with the retiree's name and the department's logo. Sections (a) and (b) below will be followed when requesting a Certificate. For sworn staff who retire in good standing with less than 15 years of service, the shield and centennial badges (if issued) may be mounted upon written request and endorsement by management.

Sworn and non-sworn staff who retire in good standing and have worked at least 15 years for the department will be eligible to receive a retirement plaque. The plaque for sworn staff will include their badge(s). The plaque for non-sworn staff will have the department's logo. Sections (a) and (b) below will be followed when requesting a plaque.

- (a) For retirees holding supervisory positions or below:
 1. The Division Director or designee will send the badge(s), if applicable, and general information to the Probation Human Resources Division Secretary, who

Riverside County Probation Department

Policy Manual

Department Badges and County Identification Card

will arrange to have the plaque/certificate inscribed with the retiree's name and the badge(s) attached, if applicable.

2. Once completed, the Probation Human Resources Division Secretary will contact the Division Director or designee to arrange for delivery/pick-up of the plaque/certificate.
- (b) For retirees in management positions and above:
1. The Chief Probation Officer or designee will send the badges(s), if applicable, and general information to the Probation Human Resources Division Secretary, who will arrange to have the plaque/certificate inscribed with the retiree's name and the badge(s) attached, if applicable.
 2. Once completed, the Probation Human Resources Division Secretary will contact the Chief Probation Officer or designee to arrange for delivery/pick-up of the plaque/certificate.

Date(s) revised:

11/22/2016

01/20/2016

02/15/2012

08/30/2010

06/01/1992

Created: 01/31/1989

Attachments:

1. [Badge Issuance Form](#)

RIVERSIDE COUNTY PROBATION DEPARTMENT

Serving Courts • Protecting Our Community • Changing Lives



MARK A. HAKE
CHIEF PROBATION OFFICER

Badge Issuance Form

PRINT NAME

BADGE #

EMPLOYEE NUMBER

CLASSIFICATION

DATE BADGE ISSUED

1. My signature below acknowledges receipt of the above numbered badge and that I have read and understand our department's policy and procedures regarding the use of this badge.
2. I understand the issued badge must be surrendered to the Chief Probation Officer or designee upon my separation from the Riverside County Probation Department, regardless of the reason.
3. I understand the badge must be properly secured when not in use.
4. I certify that I am aware of, and understand, Section 538d(c)(1) of the Penal Code and have been given a verbatim copy of this section.
5. I certify that under no circumstances will I use the issued badge for any purpose other than as required in the performance of my official duties as a probation officer/probation corrections officer.

SIGNATURE

WITNESSING OFFICIAL'S SIGNATURE

Retirement Badge Selection

I request that my surrendered badge, # _____, be retained by the department in the event I complete 15 years of service, be in good standing, and receive a retirement badge plaque.

PRINT NAME

BADGE #

SIGNATURE

DATE

Extract of the Penal Code:

538d(c)(1) PC: Any person who willfully wears, exhibits, or uses or who willfully makes, sells, loans, gives, or transfers to another, any badge, insignia, emblem, device, or any label, certificate, card, or writing, which falsely purports to be authorized for the use of one who by law is given the authority of a peace officer, or which so resembles the authorized badge, insignia, emblem, device, label, certificate, card, or writing of a peace officer as would deceive any ordinary reasonable person into believing that it is authorized for the use of one who by law is given the authority of a peace officer, is guilty of a misdemeanor.