



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Identification Cards and Badges		Article: 1303	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: July 2018	REVISED: October 2016	UPDATED: October 2016

POLICY

The official method of identification is through the issuance of badges and identification cards to Probation staff.

Kern County Probation Department identification cards shall be issued to all permanent staff, extra help staff, volunteers and student interns. Badges shall be issued to all Deputy Probation Officers, Probation Supervisors, Assistant Division Directors, Probation Division Directors, Deputy Chief Probation Officers, and the Chief Probation Officer. Other positions will be assigned badges as needed.

I. Use of the Badge and Identification Card

- A. For those authorized to carry a badge, the identification card is to be placed in the badge case. The identification card may not be used with a badge which is non-county issue.
- B. The badge and identification card provide authentication of identity to operate within the official realm of the duties of Probation staff. They must be produced and displayed upon request and when questioned as to identity or authority. Authorized staff must have proper identification in their possession any time planned official actions are taken in performance of their duties as departmental representatives. Under no circumstances will the badge and/or identification card be utilized for other than official purposes, to do so will result in disciplinary action.

II. Use of Belt Badges

- A. The belt badge worn by male staff shall be attached to the waist belt in the front and clearly visible.
- B. The belt badge worn by female staff may attach to a waist belt, on clothing, or pants pocket as long as the badge is visible facing forward.
- C. When a non-uniformed staff in the performance of their duties feels that the situation requires, they may attach the belt badge to outer clothing where it will be clearly visible. This shall be based on the staff's judgment and the possibility of non-recognition by a citizen.
- D. The belt badge may be removed or concealed if it is appropriate for official duties.
- E. Belt badges will be worn at all times and visible to the public or other law enforcement personnel when conducting official Probation business (except as noted in "D" above).

III. Badge and Identification Card Issuance

- A. Badges and badge cases will be supplied to designated staff by the Probation Department. The badges, badge cases and identification cards are the property of Kern County and must be returned to the Probation Department upon termination or being placed on Administrative Leave.
- B. Pursuant to Federal Law, Peace Officer identification cards issued to armed Probation Staff, which are designated "HR 218 Certified", will be replaced by a non-HR 218 Identification card if the officer is un-armed or fails to stay in compliance with the Department's qualification standards.
- C. Each officer will be assigned a number which is reflected on the badge. Badge numbers will remain with the officer throughout their career. Once no longer employed by the Probation Department, the number will not be re-issued without appropriate authorization from management.
- D. It will be the responsibility of the departmental supervisory staff to assure compliance with these procedures and to periodically ascertain that assigned badges and identification cards are in the possession of staff.

IV. Care of the Identification Package

- A. The badges, their case, and the identification card shall be cared for properly and with respect. The badges should be cleaned and polished with the application of a light coat of badge cleaner.
- B. Lost or stolen badges or identification cards shall be reported immediately to the Chief Probation Officer via the appropriate chain of command. A written report describing the circumstances of the loss is required. When a badge is lost or stolen, it will be the officer's responsibility to pay the replacement cost.