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## Badges, Patches and Identification

### 1015.1 PURPOSE AND SCOPE

The Washington Suburban Sanitary Commission Police Department (WSSC) badge, patch and identification card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

### 1015.2 POLICY

Members of the Department will use the WSSC badge, patch and identification card, as well as the likeness of these items, appropriately and professionally.

### 1015.3 UNAUTHORIZED USE

The WSSC badge, patch and identification card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Department members shall not:

- (a) Display or use the WSSC badge, patch or identification card for personal gain or benefit.
- (b) Loan the WSSC badge, patch or identification card to others and shall not permit these items to be reproduced or duplicated.
- (c) Use images of the WSSC badge, patch or identification card, or the likeness thereof, or the Washington Suburban Sanitary Commission Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, or social networking or websites.

#### 1015.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD

Department members shall promptly notify their supervisors whenever their WSSC badges, patches, or identification cards are lost, damaged or are otherwise removed from their control.

### 1015.4 BADGES

The Chief of Police shall determine the form of badges authorized for use by department members. No other badges may be used, carried, worn or displayed.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may purchase at their own expense a second badge or flat badge that can be carried in a wallet.

#### 1015.4.1 RETIREE BADGES

The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.

# Washington Suburban Sanitary Commission Police Department

## Policy Manual

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##### **1015.4.2 PERMITTED USE BY EMPLOYEE GROUPS**

The likeness of the WSSC badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

- (a) An authorized employee group may use the likeness of the WSSC badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Washington Suburban Sanitary Commission Police Department. The following modification shall be included:
  - 1. Any text identifying the Washington Suburban Sanitary Commission Police Department is replaced with the name of the employee group.
  - 2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

##### **1015.5 IDENTIFICATION CARDS**

All members will be issued an official WSSC identification card bearing the member's name, full-face photograph, member identification number, the member's signature and the signature of the Chief of Police or the official seal of the Department. All members shall be in possession of their department-issued identification cards at all times while on-duty or in department facilities.

- (a) Whenever on-duty or acting in an official capacity representing the Department, members shall display their department-issued identification cards in a courteous manner to any person upon request and as soon as practicable.
- (b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Commanders.

##### **1015.6 BUSINESS CARDS**

The Department will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Department and should contain identifying information including, but not limited to, the member's name, section, badge or other identification number and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.