

DEPARTMENT IDENTIFICATION CARDS

This order establishes the policies and procedures for the issuance and replacement of identification cards.

I. POLICY

A. ISSUANCE. All employees of the San Francisco Police Department, including Patrol Special Officers and Assistant Patrol Special Officers, will be issued an identification card, whether they are sworn or non-sworn, temporary or permanent. Members appointed to another permanent rank or classification will be photographed and issued a new identification card.

B. EXPIRATION/RENEWAL

- 1. Identification cards will expire after 5 years. Identification cards issued to temporary non-sworn employees, assistant patrol special officers and recruit officers expire after 1 year.**
- 2. The Personnel Division will notify members when their identification cards expire and will instruct members on the procedures for renewal. Members shall not dispose of their identification cards except through the Personnel Division.**

C. SURRENDERING I.D. CARDS. Identification cards shall remain the property of the San Francisco Police Department.

- 1. RETIREMENT/RESIGNATION.** Members who resign, retire for service or disability, or are terminated shall turn in their identification cards to the Property Control Section or any member designated by the Chief.
- 2. SUSPENSION.** Members who are suspended shall surrender their identification cards to their commanding officer or to any member designated by the Chief of Police.
- 3. EXIGENT CIRCUMSTANCES.** When order by a superior officer, a member shall immediately surrender his/her Department identification card.

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4. **PATROL SPECIAL OFFICERS.** The Department's Patrol Special Liaison Officer will notify commanding officers whenever patrol special officers or assistant patrol special officers employed in their districts are terminated. Commanding officers shall collect the identification cards of terminated patrol special officers and assistant patrol officers and return them to the Department.

II. PROCEDURES

A. REPLACING I.D. CARDS/DUTIES OF MEMBERS

1. **LOST OR STOLEN.** In the event that your identification card is lost or stolen, immediately notify the Personnel Division or the Operations Center (during non-business hours) and complete a memorandum describing the circumstances. Submit the memorandum to your commanding officer, who shall forward it to the Personnel Division.
 - a. If your identification card was stolen, an incident report must also be prepared and a copy submitted with the memorandum.
 - b. If the theft occurred outside the city, notify the appropriate law enforcement agency and have an incident report made. If possible, obtain a copy of the incident report and attach it to your memorandum when submitting it to your commanding officer.
2. **EXPIRED/DAMAGED.** If your identification card is expired or damaged, contact the Personnel Division for replacement.

References

DGO 10.02, Equipment