

## Badges and Identification

### 824.1 PURPOSE AND SCOPE

The Humboldt County Probation Department (HCPD) badge, logo, 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.

### 824.2 POLICY

The HCPD issues each member appropriate identification, which may include a badge and/or identification card, depending on the member's position within the Department.

### 824.3 MEMBER RESPONSIBILITIES

Members of the HCPD will use the HCPD badge, logo, and identification card, as well as the likeness of these items, appropriately and professionally. The HCPD badge, logo, and identification card shall only be displayed or used by a member when acting in an official or authorized capacity.

Department members shall not:

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

### 824.4 LOST OR STOLEN BADGE, PATCH, OR IDENTIFICATION CARD

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

### 824.5 BADGES

The Chief Probation Officer shall determine the number and form of badges authorized for use by department members.

#### 824.5.1 RETIREE BADGES

The Chief Probation Officer may establish rules for allowing honorably retired members to keep their badges in some form or possess a retirement badge upon retirement.

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#### **824.5.2 PERMITTED USE BY EMPLOYEE GROUPS**

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

- (a) An authorized employee group may use the likeness of the HCPD badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the HCPD. The following modification shall be included:
  1. Any text identifying the HCPD 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.

#### **824.6 IDENTIFICATION CARDS**

All members will be issued an official Humboldt County identification card bearing the member's name, full-face photograph, member identification number and the official seal of the Humboldt County. All members shall be in possession of their county-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) Officer or other members working specialized assignments may be excused from the possession and display requirements when directed by their Division Directors.

#### **824.7 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 and contact information (e.g., telephone number, email address).

Members should provide a business card to any member of the public who requests one.