

Georgia Department of Public Safety Policy Manual

| | |
|---|---|
| SUBJECT USE OF GEORGIA DEPARTMENT OF PUBLIC SAFETY NOMENCLATURE, EMBLEMS, AND BADGES | POLICY NUMBER 1.02 |
| DISTRIBUTION ALL EMPLOYEES | REVISED DATE 11/20/2023 |
| | POLICY REVIEWED 11/20/2023 |

1.02.1 Purpose

The Georgia Department of Public Safety (DPS) recognizes that its nomenclature, emblems, symbols, and badges represent and convey DPS affiliation, presence, reputation, endorsement, and authorization. The purpose of this policy is to outline the process, criteria, and approval required to ensure proper use of DPS nomenclature, emblems, symbols, and badges.

1.02.2 Policy

It shall be the policy of DPS to prohibit the use of its nomenclature, emblems, symbols, and badges where such use is considered to be detrimental to the interests, reputation, and image of the Department. Uses for purposes other than On-Duty Status or authorized Off-Duty Police Employment per DPS #5.03.06 shall only be permitted with the express permission of the DPS Commissioner.

1.02.3 Definitions

- A. Person – refers to any person, entity, agency, corporation, organization, or political subdivision of the State.
- B. Badge – refers to any official distinctive badge provided by DPS to members to reflect the mark of official authority, membership, and employment of DPS, either in the past or currently.
- C. Emblems – shall refer to any official patch, nomenclature, symbol, or other emblem worn currently or formerly or used by DPS to identify the Department or its members.
- D. Nomenclature – refers to the assigning of names which, in DPS’s case, include the words “Georgia Department of Public Safety,” “State Patrol,” “State Police,” “State Highway Patrol,” “State Trooper,” or “State Patrolman”.
- E. On-Duty Status – the time required for undertaking a designated DPS job description or authorized assignment for compensation by or through DPS. For a civilian member, this means during DPS business or authorized hours while on a DPS property or authorized location. For a sworn member, this means the authorized time and travel related to an authorized duty roster, special operation, detail, order,

assignment, law enforcement response, or emergency.

1.02.4 Procedures

A. Requests for permission to use DPS nomenclature, emblems, symbols, or badges for purposes other than those related to On-Duty Status or authorized Off-Duty Police Employment per DPS #5.03.06 require the following:

1. All requests shall be in writing and directed to the DPS Commissioner.
2. The requests shall include the specific nomenclature, emblem, symbol, or badge that the person seeks permission to use, the manner in which it shall be used, with samples where possible, and all steps that the person shall take to ensure that the person, and efforts are not confused with DPS, the Georgia State Patrol (GSP), Motor Carrier Compliance Division (MCCD), Capitol Police, or DPS members.
3. The requests shall include the name, address, and telephone number of the person requesting permission.
4. If the request is from a business, corporation, or non-profit, the request shall be signed and verified by the national chief executive officer and the state director. It shall also be signed by the local agent for service of process if that individual is different than the state director.

B. Criteria

1. The DPS Commissioner shall have sole discretion to approve or deny requests.
2. No permission shall be granted if, upon reasonable review, the Commissioner determines that use(s):
 - a. Causes embarrassment or discredit to DPS;
 - b. Cause public confusion concerning DPS involvement; or
 - c. Be utilized for any political purpose or in any political campaign.

C. Revocation of permission

Permission may be revoked by the DPS Commissioner at any time and shall be revoked if the person violates the permitted use or this policy.

D. Appeals

Any appeal shall be in accordance with O.C.G.A. § 35-2-84.