

# Georgia Department of Public Safety

## Policy Manual

<b>SUBJECT</b> <b>BADGES AND IDENTIFICATION CARDS</b>	<b>POLICY NUMBER</b> <b>6.06</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>2/13/2009</b>

### 6.06.1 Purpose

To establish policy and procedures regarding the issuance of badges and ID cards and the wearing, replacing and retiring of these items.

### 6.06.2 Policy

The badge of any office is a symbol to be held in the highest esteem. It represents the ethics, integrity and history of the organization. It is the policy of the Georgia Department of Public Safety that all issued badges be treated with these facts in mind. An employee who is not issued and authorized to wear the DPS badge or facsimile of such shall not do so without written permission of the Commissioner of the Department of Public Safety.

### 6.06.3 Procedures

#### A. Badges

1. The Human Resources Division shall issue eligible employees badge numbers. The Supply Section shall then issue the badges.
2. If a badge or credentials are lost or stolen the employee shall immediately notify their supervisor and shall complete a lost/stolen property form that shall be submitted through the chain of command to the Supply Section.
  - a. The negligent loss of a Department-issued badge shall result in a replacement fee of \$50.00. The person to whom the badge is issued shall pay the fee.
  - b. Loss of a badge and/or credentials through negligence shall result in disciplinary action. Credentials are official identification issued by the Communications Division for use by members in the performance of their duties.
3. Requests for badge number changes are subject to the final approval of the Lt. Colonel. A letter requesting the change of badge number shall be submitted through channels to the Lt. Colonel. The letter shall state the reason/justification for requested change.
4. In order to show proper respect for those members who have given their lives in the service of the State of Georgia and our Department, the following procedures shall govern the retirement of badge numbers:

- a. Badge numbers, except those numbers that are unique or distinct by organizational assignment, shall be retired permanently when a member is killed in the line of duty unless there is a specific request of an immediate family member who is currently or becomes employed as a sworn member that wishes to be issued that number, and
- b. Badge numbers of sworn members who otherwise die while actively employed shall be retired for a period of 12 months and then reissued.

**B. Department Identification Cards**

1. These cards are required for all members employed by the Georgia Department of Public Safety. They shall be issued by the department and shall identify the employee by name, rank or title, and assignment.
2. All personnel shall be issued the official card renewable every four years. It is the responsibility of the employee to maintain a current card.
3. They shall be in the employee's possession at all times while on duty.
4. Non-uniform personnel shall wear them in a method where they are visible from the front at all times.
5. Visitors to headquarters, other than department members, shall be issued a Visitor ID card which must be displayed at all times while they are in the Headquarters facility.
6. Sworn members while off duty, out of uniform, and carrying a handgun shall have their ID card and badge in their possession.
7. The loss of an identification card shall require a replacement fee of \$10.00. Negligent loss of ID cards shall result in disciplinary action.
8. Communications Division/Headquarters Security Unit shall be responsible for the coding of authorized ID cards to allow access to the Headquarters buildings.
9. Departmental members shall turn in their ID cards whenever they are removed from the payroll for any reason, or when required by their Division Director.