

	HARRISONBURG POLICE DEPARTMENT General Orders	Policy Number: 803
	Chapter: Personnel	Total Pages: 2
	Section: Badges, Patches, and Identification	Issue Date: 07/02/2021
	Issued By: Kelley Warner, Chief of Police	Effective Date: 07/02/2021
	Replaces: All General Orders Previously Issued Relative to Subject	
VALEAC Standards:		

A. POLICY AND PURPOSE

The Harrisonburg Police Department (HPD) 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. Employees of the Department will use the HPD badge, patch, and identification card, as well as the likeness of these items, appropriately and professionally.

B. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

C. UNAUTHORIZED USE

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

Department employees shall not:

- a. Display or use the HPD badge, patch or identification card for personal gain or benefit.
- b. Loan the HPD badge, patch or identification card to others or permit these items to be reproduced or duplicated.

a. LOST BADGE, PATCH, OR IDENTIFICATION CARD

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

D. BADGES

The Chief of Police shall determine the form of badges authorized for use by department employees. 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.

Employees, 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.

a. RETIREE BADGES

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

E. IDENTIFICATION CARDS

All employees will be issued an official HPD identification card bearing the employee's name, full-face photograph, member identification number, employee's signature and signature of the Chief of Police or the official seal of the Department. All employees shall be in possession of their department-issued identification cards at all times while on-duty or in department facilities. Officers or other employees working specialized assignments may be excused from the possession and display requirements when directed by their Commanders.

F. BUSINESS CARDS

The Department will supply business cards to those employees 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 employee's name, assignment, and contact information (e.g., telephone number, email address).

Employees should provide a business card upon request.