

# Personnel Identification

**Index Code:** 711

**Effective Date:** 12/01/11

**Revised:** 2/11/2016

## I. Purpose

The purpose of this directive is to establish procedures for providing and carrying personnel identification, and responding to requests from the public to view personnel identification.

## II. Policy

It is the policy of the Office of the Sheriff to ensure that the public can identify deputies and be certain that the person they are dealing with is in fact a law enforcement officer. This should enhance the deputy's ability to perform their duties, promote confidence in the public, and make deputies more accountable for their actions.

## III. Badges and Identification Cards

### A. Badges

Each sworn employee will be issued two badges signifying his/her status as a law enforcement officer. Each badge will depict the rank of the employee and his/her unique identification number.

### B. Identification Cards

All sworn employees are issued photo identification cards depicting their name, rank, and their status as sworn law enforcement officers of the Office of the Sheriff and the State of Maryland.

Non-sworn employees are issued photo identification cards depicting their name, job classification, and location of employment.

Auxiliary deputies are issued photo identification cards depicting their name and status as an auxiliary deputy with the Office of the Sheriff.

## IV. Use of Identification

A. No employee will allow any other person to use his/her badge or identification card.

B. Any employee who is suspended is required to surrender their badge and identification card for the period of suspension.

C. All sworn employees will have their identification card and MPCTC certification card in their possession when working, in uniform, carrying a firearm, visiting or conducting official business in any County building, or driving an agency vehicle. The badge is optional unless wearing the uniform. Deputies working undercover may be exempt from this requirement if their safety, or the safety of another, could be compromised. However, their identification must be readily available.

D. All non-sworn employees will have their identification card in their possession when working, visiting or conducting business in any County building, or driving an agency vehicle.

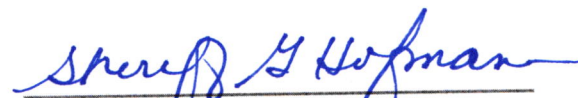
E. All personnel, except those working undercover, will upon request permit any citizen to view his/her badge and/or identification card.

F. All personnel, except those working undercover, shall provide verbal identification over the phone when asked to do so to include their rank, name and ID/badge number.

VI. **CALEA Reference:** 22.2.7a & 22.2.7b

XIII. **Proponent Unit:** Sheriff

XIV: **Cancellation:** None

  
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Sheriff Gary Hofmann