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Effective Date: July 1997	Revision Date: November 2011
Amends/Supercedes: 1100.60/July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	

Section 1100.80 Official Credentials

Policy

Members of the department are issued a badge and identification card (I.D.). No member of the department shall allow another person (civilian or sworn) to use their badge or other police department I.D. Member shall carry these pieces of identification on or about their person at all times, both on and off duty. Members responding to a crime scene or other police situation shall, when not in uniform, affix their badge or I.D. card to their outermost garment. A reflective garment should be worn and a reflective strip with "POLICE" should be placed on the shooting hand as to facilitate proper identification and to avoid mistaken identity.

Lost or Stolen Credentials

Any employee issued a police credential shall immediately report any theft or loss to the office of the Chief, in writing.

Retirement

Upon retirement a police employee shall surrender all active credentials. The Chief of Police may issue a special retirement credential. However, this credential shall not be for official use and may be subject confiscation if used for unsavory reasons.

Suspension

Upon suspension, employee shall surrender all official credentials and shall not use any purchased credentials for use.

Termination

Upon Termination of employment with the police department employee shall surrender all official credentials. Employee shall not be authorized to possess any Shively property and may be subject to criminal investigation if so discovered.