


AURORA POLICE DEPARTMENT

DIRECTIVES MANUAL

04.06	Title: ISSUANCE OF EQUIPMENT, BADGES AND IDENTIFICATION CARDS	
	Approved By: Nick Metz, Chief of Police	
	Effective: 09/01/1998	Revised: 01/10/2019
	Associated Policy: 8.1, 8.45, 4.6, 4.13, Form 265	
	References:	
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4.6 ISSUANCE OF EQUIPMENT, BADGES AND IDENTIFICATION CARDS

4.6.1 Types of Equipment Issued

Several items of equipment need to be accounted for and issued to authorized personnel. The types of equipment that may be issued include, but are not limited to: portable radios, ballistic vests, uniform clothing and accessories, leather gear and footwear.

4.6.2 Issuing and Maintenance of Portable Radios

- a. The City of Aurora Radio Shops will issue portable radios, charging stations and accessories for all department radios to members. Members will be responsible for the proper care, storage, charging and use of these radios at all times.
- b. Members will not leave their assigned portable radios unsecured, whether on duty or while away from their assignment. Members will immediately notify their immediate supervisor of lost, missing or stolen radios. The supervisor will notify the Public Safety Communications Department and an Electronic Support Section supervisor of the missing radio who will instruct the Radio Shops to disable the missing radio.
- c. Before every duty assignment, members will ensure their portable radio is fully charged and will check the radio for damage or malfunction. Members will report damaged or malfunctioning radios in writing to their immediate supervisor.
- d. A member who will be on a planned extended leave for more than 30 calendar days will turn his/her radio into the Electronic Support Section before starting the leave and will retrieve it upon his/her return to duty. During the member's absence, the Electronic Support Section will be responsible for maintaining and updating the radio. Examples of extended leave include, but are not limited to: military deployment, FBI Academy and FMLA.

- e. Supervisors will be responsible for consistently monitoring the working condition of subordinates' radios. Repeated replacement or repair requests by individual members or units, which deviate significantly from the rest of the Department, will indicate non-compliance with this directive, unless equipment malfunctions indicate otherwise.
- f. All Districts, the Narcotics Section, task forces and SWAT are assigned spare radios. In addition, Districts are issued unassigned radios for use by interpreters. Command officers will ensure that spare/unassigned radios are stored in a secure area. On a quarterly basis, all spare/unassigned radios will be inventoried by serial number.
- g. District spare radios are available in urgent situations (radio damaged when the Radio Shops is closed) for the duration of a single shift. Specialty unit command officers will develop an appropriate protocol for the use of spare/unassigned radios based on the scope of a particular operation. Supervisors will issue spare/unassigned radios and complete the Radio Accountability log. At the end of each shift, supervisors will ensure that all spares are returned in working condition with all accessories intact.
- h. Supervisors will ensure that damaged or malfunctioning radios are reported to the Radio Shops. The member will turn in the inoperable radio to the Radio Shops during administrative hours (7:00 am to 4:00 pm, Monday through Friday). The Radio Shops will exchange the inoperable radio with a replacement radio with the appropriate programming for the member. The member will be required to sign for a new equipment issue. The Radio Shops will not issue replacement radios without an exchange unless authorized by an Electronic Support Section supervisor.

The Radio Shops will notify the Electronic Support Section of any change in portable radio assignments.

After-hours and on weekends, the member will need to utilize a spare radio. The member must call in-service on the spare radio and advise the Public Safety Communications Department (PSCD) that he/she will be using a spare radio for the duration of the shift. The dispatcher will be able to associate the alias of the radio with the officer for the assigned shift.

- i. The Electronic Support Section will maintain a master list of all call signs assigned to the Police Department. The assignment and/or creation of all call signs throughout the Department will be coordinated through the Electronic Support Section. A copy of the master list will be made available to the Public Safety Communications Department.

The Radio Shops will maintain a master list of all portable radio assignments within the Department.

4.6.3 Uniform Clothing and Accessories

Uniform items, accessories, leather and footwear will be obtained through the designee of the Equipment and Facilities Section Commanding Officer. Uniform items used for various Academy classes will be issued as needed.

4.6.4 Body Armor

Body Armor or soft vests are available for purchase, with reimbursement, to the officer pursuant to an agreement with the Aurora Police Association and the City of Aurora, utilizing [APD Form 265](#).

The Department requires members assigned to street enforcement functions such as: Patrol; Traffic; SRO; PAR; and similar functions wherein they are expected to take enforcement action in the normal course of their duties to wear body armor under their uniforms.

Members working in uniform, off-duty will wear body armor under their uniform. ([8.1.6 Appearance](#))

The Department requires members engaged in pre-planned, high-risk operations (such as warrant service, drug raids, etc.) to wear body armor/soft vest protection.

Members are also required to wear body armor when observing and/or participating in firearms training and qualifications. An instructor, at their discretion, may waive this requirement on a case-by-case basis such as special unit training where a vest may not be practical provided that appropriate alternative safety measures are in place.

4.6.5 Use of Departmental Equipment

Members will utilize department equipment only for its intended purpose and will not abuse, damage or lose department equipment. All department equipment issued to members will be maintained in proper order. Damaged or lost property may subject the responsible individual to reimbursement charges and/or disciplinary action. Any lost or damaged equipment will be reported as soon as possible to a supervisor.

All departmental equipment will be accounted for via the Inventory Management System (IMS). Each unit/section will maintain their own equipment and will designate a supervisor to be responsible for maintaining equipment and conducting scheduled inventories. The designated supervisor will conduct quarterly inventories and ensure the operational readiness of all items. Any items that require repair or replacement will be documented in IMS and reported to the unit/section Commander. The department Quartermaster will be designated as the administrator for the IMS.

Supervisors will use the IMS to issue equipment to individual officers at the start of the shift. If the issuing supervisor is not available at the end of the shift, he/she will arrange for another supervisor to check equipment back in again using the IMS. Every effort will be made to ensure all equipment is accounted for each day. Missing or damaged equipment will be reported to the supervisor designated to maintain equipment and a notation made within the IMS of the status of that item.

4.6.6 Use of Departmental Lockers

The Department makes lockers available to members who, at their sole discretion, may choose to use this amenity for their own convenience and to temporarily keep personal property. These facilities may be used for the donning and doffing of uniforms.

The uniform(s) associated with the status of a commissioned Aurora police officer serve a work-related purpose and constitute clothes that require only de minimis time to don and doff.

The Aurora Police Department has not ever required, and does not now require, that such clothing be donned and doffed while on City premises.

Lockers are, and remain, the property of the Department. The Department makes no representation as to the security of items in lockers. Members have no reasonable expectation of privacy regarding the contents of lockers.

4.6.7 Badges

Every sworn member of the Department is issued an official badge of office. Command officers may be issued two. Three badges are authorized for wear by sworn members of the Department:

- 2006, Original issue badge
- 2007, Centennial Commemorative badge
- 2008, Issue badge

Only those badges approved by the Aurora Police Department are official symbols of a member's authority. Non-department issued/approved badges are not authorized and will not be used in any official capacity.

Members holding a commissioned position within the Department in 2007, are authorized to purchase and wear the Centennial Commemorative badge for the remainder of their careers. Members will purchase these badges through the Equipment and Facilities Section. Sworn members electing not to purchase a

Centennial Commemorative badge are authorized to continue wearing the 2006, original issue badge.

Members hired or promoted after 2007, will be issued a 2008, issue badge. The 2008, issue badge is similar to the Centennial Commemorative badge with the exception of the navy blue banner trim emblazoned with stars and the phrase “Serving Aurora, 1907 – 2007, For 100 Years” is replaced with gold laurels. All badges issued or purchased in 2008, and beyond will display the member’s original badge number. Agents may continue to use their Agent badge number on Agent badges only. The Chief of Police may authorize individuals the use of a rank insignia. Chaplains will use the appropriate religious symbol on the badge. The Honor Guard will all use badge number 1907 on Honor Guard badges

After 2007, members still carrying the 2006, original issue badge may elect, at their own expense, to purchase the 2008, issue badge. Members will purchase these badges through the Equipment and Facilities Section.

The Equipment and Facilities Section Commanding Officer or designee is responsible for the issuance, return, repair and replacement of all department issued badges and hat badges.

Members, when promoted, will turn in their old issued badge and hat badge and will be issued the proper badge and hat badge designating their new rank.

If a member's badge is damaged or disfigured, it will be turned in for repair or replacement. A substitute badge will be issued as a temporary replacement during repair.

If a member's badge or hat badge, whether issued or purchased, is lost or stolen, the member will immediately notify his/her supervisor, or if unavailable, the Patrol Lieutenant, and document it in writing. The member will also ensure an offense report is completed.

Upon retirement, a member may purchase his/her issued badges, with the approval of the Chief of Police. The labor organization representing the member may also be allowed to purchase a member's previous badges on his/her behalf, based on the same criteria. All badges purchased must be mounted or changed to signify “retired.”

A member eligible for retirement is defined as: a member who has completed 19.5 years of service as a Civil Service classified employee of the Aurora Police Department; or a member who has completed 15 years of service as a Civil Service classified employee of the Aurora Police Department and attained the age of 50 years; or a member who has completed the initial probationary period and been determined to be occupationally or totally disabled by the Fire and Police Pension Association (FPPA).

Upon resignation or termination, the member must turn in all issued badges and hat badges. Any flat-badge(s) purchased by the member must be surrendered to the Equipment and Facilities Section. The member may request the Chief of Police to attempt to sell the badge to another member of the department. If the badge is sold, the proceeds will be given to the former member / owner of the badge. A member resigning who purchased the 2007, Centennial Commemorative Badge, may request permission from the Chief of Police to keep that badge. The Chief of Police has sole discretion to grant or deny the request. If granted, the commemorative badge must be mounted.

The City is not required to provide badges to members terminated for cause or who resign in lieu of termination. Nothing prohibits the Chief of Police, at his or her discretion, from issuing badges to any other person or member.

4.6.8 Replica Flat-Badges

Members who have successfully completed their probationary period may purchase a replica flat-badge. The replica badge must be purchased through the Equipment and Facilities Section, at the member's expense.

Members may sell their replica flat-badge to another qualified member, with the permission of the Chief of Police or designee, to reimburse themselves for the cost of the replica badge. The replica badge may be sold for no more than what the member paid for it initially. The transaction will be conducted through the Equipment and Facilities Section.

Upon retirement, all replica flat-badges purchased must be mounted or changed to signify "retired." Members may purchase a "Retired" replica flat-badge. Requirements for purchase of the retirement badge will be the same as badges defined in 4.6.7 above. The word "retired" will be displayed on the replica badge next to or in place of the rank on the bottom panel of the badge. The purchase cost for a replica badge upon retirement will be the responsibility of the retiring member. The labor organization representing the member may purchase a retired badge on the member's behalf, based on the same criteria. The purchase of retired badges is processed through the Equipment and Facilities Section.

The City is not required to provide replica flat-badges to members terminated for cause or who resign in lieu of termination.

Upon resignation or termination, the member must turn in all purchased replica flat-badges to the Equipment and Facilities Section. The member may request the Equipment and Facilities Section to sell the replica flat-badge to another member of the department. If the badge is sold, the proceeds will be given to the former member / owner of the replica flat-badge.

4.6.9 Sworn Identification Cards

The Sworn Identification Card will include:

- Photograph of the member
- Member's name, rank, date of birth, physical description, badge number and date of issue.

Identification cards will be issued through the Quartermaster in the Equipment and Facilities Section during the member's first week of employment.

- Sworn members (after successful completion of the Training Academy) will be issued a Commissioned Police Officer Identification Card.

Upon promotion, demotion or appointment, sworn members are required to report to the Quartermaster with a copy of the Personnel Order and the member's old identification card. The Quartermaster will confiscate the old identification card and issue a new identification card. The Equipment and Facilities Section will maintain possession of the old identification card until the member retires or resigns. Upon retirement or resignation in good standing after ten years of total law enforcement service, the member may request through the office of the Chief of Police that his/her previous identification cards be returned. The identification card must be permanently mounted to a plaque or embedded in acrylic so as to render the card useless.

Members will only carry identification cards bearing the signature of the current Chief of Police. The Equipment and Facilities Lieutenant will be responsible for formulating a plan that minimizes the impact on operations to collect old identification cards and issue new identification cards to all members whenever there is a change of command at the level of the Chief of Police.

Upon retirement as defined in [DM 4.6.7](#), sworn members will be issued a Retired Aurora Police Identification Card. The member will report to the Equipment and Facilities Section to be issued the card. (Refer to [Directive 4.13](#) for additional requirements for the retired/separated from service identification cards.)

The Retired Department Identification Card will include:

- Photograph of the retiring member
- Member's name, rank at retirement, date of birth, badge number and date of issue.

Members leaving service prior to the listed criteria for retirement will be considered "separated from service" and may request an identification card. The Separated from Service identification card will contain the same information as above.

The City is not required to provide Retired or Separated from Service Aurora Police Identification Cards to members terminated for cause or who resign in lieu of

termination. Nothing prohibits the Chief of Police, at his or her discretion, from issuing identification cards and/or credentials to any other person or member.

4.6.10 Non-Sworn Identification Cards

The Non-Sworn Identification Card will include:

- Photograph of the member
- Member's name, title, assignment, date of issue
- Clear indication the holder is a non-sworn member

Non-Sworn members will be issued a Non-Sworn Identification Card. The identification card will be clearly visible when not worn with a Department authorized uniform. Identification cards will only be issued bearing the legal name of the non-sworn member. The Non-Sworn Identification Card is the property of the Aurora Police Department and must be returned upon request or when the member ends his/her service with the agency.

4.6.11 Police Volunteer Identification Cards

Volunteer Identification Cards will include:

- Photograph of the volunteer
- Volunteer's name and date of issue
- Clear indication the holder is a non-sworn volunteer

Civilian volunteers will be issued a Volunteer Identification Card. The Volunteer Identification Card will be clearly visible when not worn with a Department authorized auxiliary uniform. The Volunteer Identification Card is the property of the Aurora Police Department and must be returned upon request or when the volunteer ends his/her service with the agency.

4.6.12 Building Passes

Building passes will be issued to all members, including Explorers and to include select volunteers.

Building Passes issued prior to 2017 will include:

- Photograph of the member/select volunteer
- Member's or select Volunteer's name, and date of issue (victim advocate will have first name only)
- Section (non-sworn members only)
- Clear indication the holder is a non-sworn volunteer (volunteers only)

Building Passes issued after 2017 will include:

- A card number which is associated to the assigned member/volunteer
- Display the letter B to signify it is a building pass only
- Will not be used as a stand-alone ID

- Must be used with a department ID card

The building pass issued after 2017 will not be used as a stand-alone identification card.

A department issued photo building pass or photo identification card must be displayed when in a secured police facility and not wearing a uniform.

Select volunteers, including Explorers, may be issued a building pass. The building pass is the property of the Aurora Police Department and must be returned upon request or when the volunteer ends his/her service with the agency.

4.6.13 Replacement of Identification Cards/Building Passes

All members undergoing a name change must report the change to the Human Resources Department of the City and the Administrative Services Section of the Police Department. The member will then report to the Equipment and Facilities Section with his/her old identification card and building pass. The Quartermaster will verify that the name change information has been loaded to the city database, confiscate the old cards, ensure the old card is destroyed and replace with new cards bearing the new name.

When any identification card or building pass is lost, stolen or otherwise misplaced, the member/volunteer will immediately report the situation in writing through the chain of command to the appropriate Division Chief. The member will ensure that the appropriate police report is initiated. A copy of the memorandum with the member's Division Chief's signature authorizing replacement of the identification card and/or building pass, will be presented to the Equipment and Facilities Section for a replacement identification card and/or building pass to be issued.

Recovered Aurora Police Identification Cards and building passes will be routed directly to the Equipment and Facilities Section. The Quartermaster will verify that a replacement card and/or building pass was issued to the member or select volunteer and take appropriate action to dispose of the recovered card and/or building pass. If a replacement card and/or building pass was not issued to the member or volunteer, the Quartermaster will notify the member's or volunteer's supervisor to arrange for the member or volunteer to report to the Equipment and Facilities Section to retrieve his/her identification card and/or building pass.

When an identification card or building pass is damaged, the member or volunteer will report to the Equipment and Facilities Section for a replacement. The Quartermaster will confiscate the damaged card or building pass, document the member's or volunteer's name and the date of issuance of the new card or building pass in a log, ensure the damaged card or building pass is destroyed and issue a new building pass or identification card.

4.6.14 Issuance of Equipment to Outside Personnel

Any non-member who has been authorized to be issued APD equipment (Taser, or other like equipment) will be entered into the inventory management system. The Quartermaster will verify the non-member is authorized and certified to use the equipment prior to checking the equipment out to the non-member. Authorization must come from the Equipment and Facilities Section Lieutenant.