



Policy 1501

Subject	
POLICE BADGES	
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By Order of the Police Commissioner

POLICY

1. **Professional Appearance.** Members of the Baltimore Police Department (BPD) in Good Standing may purchase at their own expense a duplicate BPD police badge for professional use to enhance their personal appearance in uniform.
2. **Honoring Distinguished Service.** It is the policy of the BPD to honor certain members by retiring their police badge of authority, and/or allowing members to retain their badge of authority as a memento. If retired, a badge will never be worn again by another member of the BPD.
3. **Token of Appreciation.** This policy allows members to retain their personally purchased badge of authority as a memento of service to the citizens and communities of Baltimore City upon promotion or separation from service in Good Standing.
4. **Retired Members.** Members who retired in Good Standing prior to the publication of this policy may purchase police badges with the same rights and restrictions as active members.
5. **Accountability.** All personally purchased badges defined in this policy are intended for the professional and/or personal use of the member. No badges may be sold, traded or otherwise exchanged. Violations of the provisions of this policy may lead to disciplinary action inclusive of the revocation of the right to purchase additional badges. Members who have their police powers suspended are strictly prohibited from using any personally purchased badge to identify themselves as a law enforcement officer in or out of uniform.

DEFINITIONS

Good Standing – A status of a current law enforcement officer who does not have any open or unresolved administrative complaints or criminal charges relating to his/her police employment that likely would result in termination of employment. A status of a former law enforcement officer who was not dismissed from police employment for actions that violated the mission, vision and core values/code of ethics of the BPD, and/or who did not have any open or unresolved administrative complaints or criminal charges that likely would have resulted in termination of employment at the time of separation from BPD service.

Issued Police Badge – Curved badge with a pin and clasp on the rear. Badges issued to police officers, detectives, and sergeants shall be nickel in color. Badges issued to lieutenants and above shall be gold in color. All badges shall be individually numbered on their face.

Miniature Badge — Curved badge with a pin and clasp on the rear, identical to the Issued Police Badge except smaller in size.

Plaque Badge — Flat badge with a screw protruding from the rear, otherwise identical to the Issued Police Badge. This badge is designed for mounting on a display plaque, shadow box, etc.

Police Badge — Curved badge with a pin and clasp on the rear, identical to the Issued Police Badge. Individually purchased Police Badges are engraved with the sequence number of the purchaser on the rear of the badge.

Retired Badge — Curved badge with pin and clasp on the rear, identical to the Issued Police Badge except that the word “RETIREED” appears in place of the badge number.

Wallet Badge — Flat badge with a clip on the rear, otherwise identical to the Issued Police Badge. This badge is designed and intended to be carried in a wallet, on a badge clip, or neck lanyard for identification purposes.

GENERAL

Issued Police Badge

1. Every sworn member of the department shall be issued a badge of authority which shall be carried at all times while on or off-duty, except for (1) special operational reasons at the direction of the member’s commanding officer or (2) when the member, off-duty, is engaged in such activities as a prudent person would reasonably conclude the carrying of a badge to be inappropriate.
2. Every sworn member shall furnish his/her name and badge number to any person upon request.
3. Uniformed members shall display their badges on the outermost garment, over their left breast.
4. Plainclothes officers and detectives, while acting in their official capacity at the scene of a serious crime or other police emergency where their identity should be known, shall affix their badges in a similar manner on the left side of their outer garments, or wear them around the neck on a secure chain or similar device. This does not apply to investigations in which they must perform their duties in an inconspicuous manner.
5. A personally purchased BPD police badge may be worn to supplement the wearing of the Issued Police Badge (e.g., wearing the issued badge on the uniform shirt and the personally purchased badge on the winter coat or sweater).

Wallet Badge

May be carried in a wallet, on a badge clip, or neck lanyard for identification purposes when not in uniform.

Miniature Badge

1. May be carried in a wallet, on a badge clip, or neck lanyard for identification purposes when not in uniform.

2. May not be worn in uniform in place of a full size badge.

Plaque Badge

Shall be used as an ornamental display, mounted on a plaque, shadow box, etc.

Retired Badge

May be used for identification purposes by retired members.

Purchasing Badges

Active Duty Member

1. Complete the Badge Application Form, 118 (see Appendix A) and submit it to your Commanding Officer for approval.
2. Deliver the approved Badge Application Form to the Quartermaster Unit for approval. No badges shall be sold without final approval from the Quartermaster Unit.
3. Deliver the approved Badge Application Form to: Irvin H. Hahn Co. Inc., 1540 Ridgely Street, Baltimore, Maryland 21230, along with payment for the badge(s) purchased.
4. Members may purchase one of each of the listed badges for every rank/title attained.

EXAMPLE: Officer Smith, Police Badge# 415 may purchase one Police Badge #415, and one Wallet Badge #415. Upon promotion to sergeant, Officer Smith is issued Sergeant Badge # 81. Officer Smith may retain his personally purchased police badges, and purchase a Sergeant Badge #81 and a wallet, plaque, and/or miniature badge as desired.

EXAMPLE: Sergeant Jones, Sergeant Badge #321 may purchase one Sergeant Badge #321, and one Police Officer Badge #4141 which was his/her assigned badge number prior to promotion.

Retired Member

1. Complete the Badge Application for Retired Sworn Members Form, 120 (see Appendix B).
2. Affix a copy of your retired BPD identification card to the form in the appropriate space.
3. Scan/Email the completed form to: HumanResourcesSection@Baltimorepolice.org.
 - 3.1. Approved forms shall be returned via email to the submitting retiree and directly to Irvin Hahn Co. Inc.
 - 3.2. Disapproved forms shall be returned via email to the submitting retiree.
4. When notified that the approved form has been received by Irvin Hahn Co. Inc., make arrangements directly with Irvin Hahn Co. Inc. for payment.
5. Irvin Hahn Co. Inc. will only process approved applications received directly from the BPD Human Resources Section.

Presentation and Retirement of Badges

1. The City of Baltimore recognizes and appreciates the service and dedication of all members of the BPD. However, there is a small, select group of members within the BPD for whom service and dedication have an entirely different meaning.
 2. Some members have sacrificed their lives in service to our community. It is fitting that their badges be retired as a final tribute and honor to them and those they have left behind. Others have given 45 or more years of service to the City of Baltimore, a measure of loyalty and allegiance far exceeding what is typical or required for retirement.
 3. As a tribute to every member who has given his/her life, or who shares such a sizable portion of life with the City of Baltimore, the BPD will permanently retire and/or present his/her Issued Police Badge to the member or their family. In so doing, the extraordinary efforts made by these members will forever be memorialized in their most recognizable symbol – their badge of authority.
 4. The Police Commissioner reserves the right to honor an exemplary service record of a member with the retirement or presentation of his/her badge of authority under additional circumstances.
 5. Members making the ultimate sacrifice in service to our community, or members completing 45 years of service or more as a member of the BPD, shall be honored by:
 - 5.1. Their Issued Police Badge of authority being “retired” by the BPD. The badge and cap device shall be presented to the member or the member’s family.
 - 5.2. Members retiring with 45 years or more of service shall also be issued a BPD Retired Badge with the word “RETIREED” in place of the badge number.
 6. Members who have completed 30 years of service or more as a member of the BPD shall be honored by:
 - 6.1. Their Issued Police Badge of authority and cap device shall be presented to the member or the member’s family.
- NOTE:** In this circumstance, the BPD may re-issue a new badge and cap device displaying the same number to another member of the BPD.
- 6.2. Members retiring with 30 years or more of service shall also be issued a BPD Retired Badge with the word “RETIREED” in place of the badge number.
 7. Submit an Administrative Report, Form 95 via official channels requesting the retention of your badge and cap device upon retirement when the above achievements have been satisfied.
 8. Upon retirement, the numbered badge shall not be carried and displayed for identification purposes. Only the Retired Badge with the word “RETIREED” on the face of the badge may be carried and displayed for identification purposes.

Reporting Requirements

1. Immediate notification to your permanent-rank supervisor is required if any issued or purchased badge is lost or stolen.
2. Complete an Administrative Report, Form 95 detailing the circumstances and submit it to your permanent-rank supervisor.
3. Obtain a central complaint number (CC #) and author an Incident Report for lost or stolen property.
4. Notify the Hot Desk for entry into NCIC.

Replacing a Lost or Stolen Badge

Approval to purchase a replacement badge for a badge which has been lost or stolen shall only be granted by the Police Commissioner, or designee, upon receipt of the required reporting.

Permanent-rank Supervisor

1. Forward Badge Application Forms to the commanding officer for approval/disapproval.
2. Review/forward reporting for lost or stolen badges to your commanding officer and enter the event into Blue Team.

Commanding Officer

1. Certify that requesting members are in Good Standing with the BPD.
2. Approve/disapprove Badge Application Forms in a timely manner.

Quartermaster

1. Upon order of the Police Commissioner, retire the appropriate badge and cap device.
2. Issue badges/cap devices to members or members' families as described above.
3. Maintain a database of all Police Badges, Wallet Badges, Miniature Badges, Retired Badges, and Plaque Badges issued to members.
4. Approve requests for Police Badges, Wallet Badges, Miniature Badges and Plaque Badges when:
 - 4.1. The requesting member's parent command approves the request verifying that the member is in Good Standing with the BPD, and
 - 4.2. Confirmation is received that the requesting member has not previously purchased the badge requested.
5. Deny requests that do not meet the above criteria.

Human Resources Section

1. Conduct a background investigation for applicants submitting Badge Application for Retired Sworn Members, Form 120 to determine if the applicant retired in Good Standing.
2. Approve/Disapprove Badge Application for Retired Sworn Members, Form 120 based on a Good Standing determination.
3. Scan/Email approved forms to the submitting retiree and to Irvin Hahn Co. Inc.
4. Scan/Email disapproved forms to the submitting retiree.

APPENDIX

- A. Badge Application Form, 118
- B. Badge Application for Retired Sworn Members, Form 120

RESCISSION

Remove and destroy/recycle Policy 1501, *Retirement of Police Badges*, 21 February 2017.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Commanders are responsible for informing their subordinates of this policy and ensuring compliance.

APPENDIX A

Badge Application Form, 118



BALTIMORE POLICE DEPARTMENT BADGE APPLICATION FORM

DATE

FORM 118/16

Requesting Member	
Requesting Officer (Print):	Rank:
Seq.#:	Badge #:
<input type="checkbox"/> Police Badge	<input type="checkbox"/> Wallet Badge
<input type="checkbox"/> Plaque Badge	<input type="checkbox"/> Mini Badge
Requesting Officer Signature:	Cell Phone #:

Once this form is approved by your Commanding Officer and the Quartermaster Unit, deliver this form with a check or money order to Irvin H. Hahn Co., Inc. for the requested item(s).

Commanding Officer			
The above individual has approval for the private purchase of the indicated badge(s) above from the authorized vendor of Irvin H. Hahn Co. Inc.			
<input type="checkbox"/> Good Standing Verification (I certify that the above sworn member does not have any open or unresolved administrative complaints or criminal charges relating to his/her police employment that likely would result in termination of employment.			
Approval:			
_____	_____		
Printed Name	Signature of Commanding Officer		
_____	_____	_____	_____
Unit	Seq.#	Date	

Quartermaster Unit			
Baltimore City Police Department Quartermaster Unit 242 W. 29 th Street Baltimore, Maryland 21211 (410) 366-3011			
Approval:			
_____	_____		
Printed Name	Signature & Rank		
_____	_____	_____	_____
Seq#	Date		

Authorized Vendor	
Irvin H. Hahn Co. Inc., 1540 Ridgely Street, Baltimore, Maryland 21230 Phone #: (410) 685-6337	
Please be advised that no badge shall be authorized for private sale from your company wherein Baltimore Police Badge (BPD) displayed is a replica of the shape, size and wording that is displayed on the Issued BPD Badge without written approval from the requesting officer's command.	
Badges may be purchased provided that a signed copy of this form accompanies the purchase request. Any questions regarding this procedure, or authorization should be directed to the BPD Quartermaster Unit.	

Revised 12/16

APPENDIX B

Badge Application Form for Retired Sworn Members, Form 120



BALTIMORE POLICE DEPARTMENT
BADGE APPLICATION FORM
for RETIRED SWORN MEMBERS

FORM 120

DATE

Requesting Member

Requesting RETIRED Member (Print Name): Seq. #:
Address: D.O.B.: Cell #:
Email address:

I, _____, certify under the penalties of perjury, that I retired from the BPD in Good Standing. I
(Print Name)
hereby affirm that I did not retire with any open administrative or disciplinary investigations pending and did not retire as a result of
discipline. I also affirm that I am not the subject of any criminal investigations and I do not have any criminal convictions.

Signature: _____

If at the time of your retirement you were the subject of an administrative or disciplinary investigation or if you have any open criminal
investigations or convictions, please provide a full explanation of each, on a Form 95, so that the Department can determine whether
they would prevent you from receiving a retirement badge.

Requested Badge(s)

Table with 3 columns: Requested Badge Rank, Requested Badge #, Type of Badge Requested (Regular, Wallet, Plaque, Mini)

Place Copy of Retired
BPD ID Here

Human Resources Certification

The above Retiree has been approved /disapproved for the purchase of the above indicated badge(s).

- Approved: I certify that the above member Retired in Good Standing.
Disapproved; Reason _____

Printed Name Authorized Signature & Seq# Date

Instructions

- 1. Complete Form
2. Email completed form to BPD, HR Section (with copy of your Retired BPD ID scanned in the area provided) @
HumanResourcesSection@baltimorepolice.org.
3. Upon approval, submit this form to Irvin H. Hahn Co. Inc., 1540 Ridgely Street, Baltimore, Maryland 21230; Phone #: (410) 685-6337
with payment. Processing time takes 6-8 weeks.