


<p><b>Billerica Police Department</b></p> 	<p><b>POLICY NUMBER</b> ADM-19</p>	<p><b>PAGES</b> 3</p>	<p><b>EFFECTIVE</b> 6/1/2025</p>
	<p><b>Accreditation Standards:</b> 22.2.6</p> <p><b>Issuing Status</b></p> <p>-----</p> <p>NEW <input type="checkbox"/> AMENDED <input checked="" type="checkbox"/> REVIEWED <input type="checkbox"/></p>		
<p><b>Department Identification</b></p>			

## I. General considerations and guidelines

The Billerica Police Department issues each member appropriate identification, which may include a badge, patch, and/or identification card, depending on the member's position within the Department. This Policy outlines eligibility for Massachusetts Police ID cards and Department personnel identification requirements.

The Billerica Police Department 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.

## II. Policy

All members of the Billerica Police Department will be issued an identification card. In addition, all sworn law enforcement personnel of the Billerica Police Department will be issued an official Massachusetts Police Identification Card. The identification will contain the insignia, badge, employee name, job title, and photo. The identification is required to be carried by all personnel while on duty and be furnished on lawful request, except when the withholding of this information is necessary for the performance of their police duties or when it might jeopardize the physical safety of a department member. Department identification creation and issue will be the responsibility of the Technical Services Officer.

## III. Eligibility for Massachusetts Police Identification Cards – Eligibility for active officers is set forth in **501 CMR 15.00** Standards for Identification Cards for Active Duty Law Enforcement Officers. Retired Officers are covered under **Title 18 USC Section 926C**.

- A. Police Officers (Active): ID cards are issued to police officers only. Police departments may not issue them to personnel who are not paid for the providing of police service, such as auxiliary officers, or to civilian dispatchers, school crossing guards, animal control officers, honorary police officers, politicians or appointees who, by virtue of a city or town charter, are deemed to be "police commissioners" or otherwise have supervisory responsibility for a police agency. (**501 CMR 15.00**)
- B. Police Officers (Retired): Cards bearing the word **RETIRED** in red may be issued to retired police officers who meet the federal definition of "qualified retired law enforcement officer" found in the Law Enforcement Officers Safety Act **18 USC Section 926C**.

### C. Qualified Retired Law Enforcement Officer Defined:

- a. Has separated from service in **good standing** with a government agency as a law enforcement officer for an aggregate of ten (**10**) years or more or separated from such an agency due to a service-connected disability after completing any applicable probationary period of such service;
- b. Was authorized by law to engage in or supervise the prevention, detection, investigation, prosecution or the incarceration of any person for any violation of law;
- c. Had statutory powers of arrest or apprehension under the Uniform Code of Military Justice;
- d. Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and
- e. Is not prohibited by Federal law from possessing a firearm.

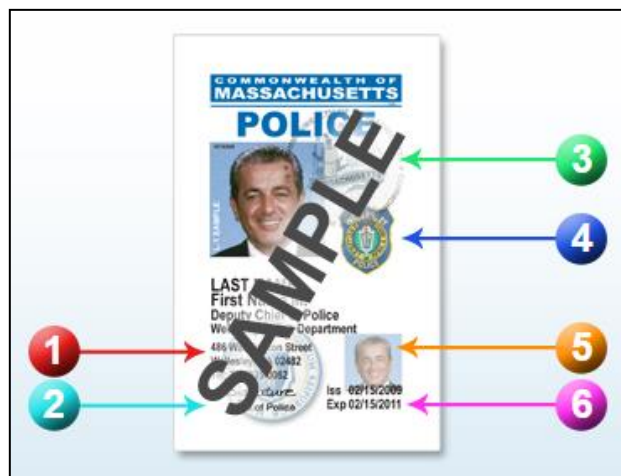
## IV. Massachusetts Police Identification Card Requirements

- A. Identification cards issued by the Billerica Police Department are the property of the Agency and shall be surrendered immediately upon the demand of the Chief of Police.
- B. Officers shall diligently safeguard their identification cards so as to prevent loss, destruction or theft.
  1. Any Officer who loses an issued identification card, or whose card is stolen, shall immediately report the loss or theft to a superior officer. The superior officer shall ensure that the card is entered into the National Crime Information Center (NCIC) as a stolen article. Lost or stolen cards that are subsequently recovered shall be cancelled in NCIC. If a replacement card was issued, the original card shall be destroyed.
  2. The Department shall replace lost, damaged or stolen identification cards in a timely manner.
  3. Officers shall not loan or give their identification cards to any person, other than a superior officer.
  4. Officers are responsible for applying for a new identification card whenever there is a change in the Law Enforcement Officer's name, rank or department.
  5. Any Officer who is suspended, terminated or out of compliance with the definition of Law Enforcement Officer, or when the officer resigns, transfers or retires must surrender their identification to the Chief of Police.

## V. Expiration

- A. Massachusetts Police Identification Cards will expire on the same date as the employees Massachusetts License to Carry Firearms. Retired cards will have no expiration date.
- B. It is the responsibility of the employee to notify the Technical Services Officer when their ID card is approaching expiration and needs replacement. **ID cards will not be replaced automatically.**

## VI. Massachusetts Police Identification Card Features



1. Department Address and Phone Number
2. Chief of Police signature
3. Kinegram® Optical Variable Device (State Seal)
4. Department badge
5. Ghost portrait
6. Overlapping data

## VII. Non-Sworn Identification Cards

- A. Non-Sworn Department personnel will be issued a Billerica Police Department identification card from the records division. The identification card will contain the insignia, badge, employee name, job title, date of issuance, and photo.
- B. Any lost, stolen, or defective Department Identification Cards must be reported to the Technical Services/ IT Officer.
- C. Identification cards issued by the Billerica Police Department are the property of the Agency and shall be surrendered immediately upon the demand of the Chief of Police.